

[Your Full Name]
[Your Phone Number]
[Your Email Address]
[Portfolio Link / LinkedIn Profile]
[City, State/Country - Optional for Remote]

[Date]

[Hiring Manager Name]
[Company Name]
[Company Address/Remote]

Dear [Hiring Manager Name],

I am writing to express my interest in the Remote Social Media Coordinator position at [Company Name]. With a proven track record in digital storytelling and community management, I am eager to leverage my skills in [Key Skill 1] and [Key Skill 2] to enhance [Company Name]'s online presence from a remote setting.

In my previous experience, I successfully managed social platforms where I [mention a specific achievement, e.g., increased engagement by X% or grew followers by Y]. I am highly proficient in remote collaboration tools such as [Software/Tools, e.g., Slack, Asana, Canva] and have a disciplined approach to meeting content deadlines independently.

What draws me to [Company Name] is [mention something specific about the company's brand or mission]. I am confident that my ability to analyze social metrics and create platform-specific content will contribute significantly to your marketing goals.

Thank you for your time and consideration. I look forward to the possibility of discussing how my background in social media strategy can support the growth of [Company Name].

Sincerely,

[Your Name]