

[Your Full Name]
[City, State, Zip Code]
[Phone Number]
[Email Address]
[Portfolio Link / LinkedIn Profile]

[Date]

To: [Hiring Manager Name]
[Startup Name]
[Company Address]

Dear [Hiring Manager Name or "Team Name"],

I am writing to express my interest in the Social Media Coordinator position at [Startup Name]. As a digital native with a deep understanding of [Target Industry/Niche], I have followed [Startup Name]'s recent growth and am impressed by your unique approach to [Specific Company Value or Recent Product Launch].

In my previous role at [Previous Company or Project], I specialized in building community engagement from the ground up. I successfully increased [Metric, e.g., Instagram engagement] by [Percentage] within [Timeframe] by implementing a data-driven content strategy. I am highly proficient in [Specific Tools, e.g., Canva, Figma, Sprout Social, or CapCut] and thrive in the fast-paced, iterative environment typical of early-stage startups.

What excites me most about joining [Startup Name] is the opportunity to define a cohesive brand voice across [Specific Platforms, e.g., TikTok and LinkedIn]. I am eager to bring my skills in short-form video production and community management to help scale your digital presence and turn users into brand advocates.

Thank you for your time and for considering my application. I look forward to the possibility of discussing how my creative strategy can contribute to the next phase of [Startup Name]'s journey.

Best regards,

[Your Name]