

[Your Full Name]
[Your Phone Number]
[Your Email]
[Portfolio Link/LinkedIn]

[Date]

[Hiring Manager Name]
[Company Name]
[Company Address]

Dear *[Hiring Manager Name]*,

I am writing to express my interest in the Email Marketing Coordinator position at *[Company Name]*. I was encouraged to apply for this role by *[Referral Name]*, who currently works as a *[Referral's Job Title]* within your organization and spoke highly of your team's innovative approach to digital engagement.

With a background in *[mention specific skill, e.g., ESP management or A/B testing]*, I have successfully executed automated lifecycle campaigns that increased open rates by *[X]%* and click-through rates by *[X]%* at *[Previous Company]*. My experience aligns closely with your need for a coordinator who can manage high-volume deployment schedules while maintaining strict brand standards and data hygiene.

I am particularly impressed by *[Company Name]*'s recent *[specific campaign or company milestone]*. My proficiency in *[list software, e.g., Klaviyo, Mailchimp, or Salesforce Marketing Cloud]* and my analytical mindset make me well-suited to help optimize your current email workflows and drive subscriber retention.

Thank you for your time and for considering my application. I have attached my resume and look forward to the possibility of discussing how my skills can contribute to the continued growth of *[Company Name]*'s marketing efforts.

Best regards,

[Your Name]