

[Your Full Name]
[Your Phone Number]
[Your Email Address]
[Your Portfolio URL / LinkedIn Profile]
[Your City, State, Time Zone]

[Date]

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

Dear [Hiring Manager Name],

I am writing to express my interest in the Remote Marketing Coordinator position at [Company Name], as advertised on [Platform where you found the job]. With my background in [mention 1-2 key areas like social media, content creation, or SEO] and my experience working effectively in distributed environments, I am confident in my ability to support your marketing team from my remote office.

In my previous role at [Previous Company], I successfully managed [mention a specific marketing task or project]. I am highly proficient in digital collaboration tools such as [mention tools like Slack, Asana, Trello, or HubSpot], ensuring that projects remain on schedule regardless of physical location. My proactive communication style and ability to work independently allow me to hit the ground running in a virtual setting.

I am particularly drawn to [Company Name] because of [mention a specific company value, campaign, or product]. I am eager to bring my skills in [Skill A] and [Skill B] to help expand your brand's digital footprint and contribute to your upcoming [mention a specific goal if known, or "marketing objectives"].

Thank you for your time and for considering my application. I have attached my resume and portfolio for your review. I look forward to the possibility of discussing how my experience aligns with the needs of [Company Name].

Sincerely,

[Your Full Name]