

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

[Date]

[Hiring Manager Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Hiring Manager Name],

Re: Application for [Digital Content Manager / Digital Asset Manager] Position

As a professional archivist with [Number] years of experience managing physical and digitized collections, I am writing to express my interest in the [Job Title] role at [Company Name]. My background in taxonomy development, metadata standards, and long-term preservation strategies positions me to transition seamlessly into digital content management, ensuring your digital assets remain searchable, secure, and scalable.

In my previous role at [Current/Previous Institution], I successfully [mention a specific achievement involving digital migration or DAM implementation]. I am adept at utilizing [mention specific software like OpenText, Bynder, or SharePoint] and applying [standards like Dublin Core or PREMIS] to complex datasets. My expertise lies in bridging the gap between historical data integrity and modern digital accessibility.

I am particularly drawn to [Company Name] because of [mention a specific project or company value]. I am eager to apply my skills in lifecycle management and information governance to optimize your digital workflows and improve content discoverability across your platforms.

Thank you for your time and consideration. I look forward to the possibility of discussing how my archival precision can benefit your digital operations.

Sincerely,

[Your Signature]

[Your Printed Name]