

[Your Full Name]

[Phone Number] | [Email Address]

[LinkedIn Profile/Portfolio URL]

[City, State, Zip Code]

[Date]

[Hiring Manager Name]

[Title]

[Company Name]

[Company Address]

Dear [Hiring Manager Name],

I am writing to express my interest in the Information Specialist position within your Digital Content Operations team at [Company Name]. With a background in [Your Field/Degree] and professional experience managing large-scale digital assets, I am eager to apply my skills in content lifecycle management and metadata optimization to your organization.

In my previous role at [Previous Company], I was responsible for [Key Responsibility, e.g., overseeing CMS migrations or taxonomy development]. I successfully [Mention a quantifiable achievement, e.g., improved searchability by 40% or streamlined ingestion workflows]. These experiences have equipped me with a deep understanding of how technical infrastructure supports seamless digital content delivery.

My technical proficiency includes [List relevant software/tools, e.g., SQL, Python, DAM systems, or specific CMS platforms]. I am particularly drawn to [Company Name] because of your innovative approach to [Specific project or industry trend]. I am confident that my detail-oriented approach to information architecture and digital operations will contribute significantly to your team's efficiency.

Thank you for your time and consideration. I look forward to the possibility of discussing how my experience in digital content operations aligns with the goals of [Company Name].

Sincerely,

[Your Signed Name]

[Your Typed Name]