

[Your Full Name]
[Phone Number] | [Email Address]
[LinkedIn Profile URL] | [City, State]

[Date]

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

Dear [Hiring Manager Name],

I am writing to express my strong interest in the **[Digital Content Manager / Specialist]** position at **[Company Name]**. With a professional background in Library and Information Science and **[Number]** years of experience managing complex information systems, I am eager to transition my expertise in taxonomy, metadata, and lifecycle management into a dedicated digital content role.

In my current role as a **[Current/Previous Job Title]** at **[Organization Name]**, I have focused on optimizing the accessibility and discoverability of information. My experience aligns closely with the needs of your team, specifically in:

- **Content Strategy & Governance:** Developing schemas and workflows to ensure content consistency and accuracy across digital platforms.
- **Metadata & Taxonomy:** Implementing structured tagging systems to improve searchability and user experience (UX).
- **Digital Asset Management (DAM):** Overseeing the migration and organization of high-volume digital repositories while maintaining data integrity.
- **Stakeholder Collaboration:** Translating technical requirements between IT departments and end-users to streamline content delivery.

I am particularly drawn to **[Company Name]** because of your commitment to **[mention a specific company project or value]**. I am confident that my analytical approach to information architecture and my ability to manage the full content lifecycle will contribute significantly to your digital operations.

Thank you for your time and consideration. I look forward to the possibility of discussing how my skills in information management can support **[Company Name]**'s digital content objectives.

Sincerely,

[Your Name]