

**[Your Full Name]**

[Your Phone Number] | [Your Email Address]

[LinkedIn Profile URL] | [Portfolio/Personal Website]

[Date]

[Hiring Manager Name]

[Company Name]

[Company Address]

Dear [Hiring Manager Name], I am writing to express my interest in the **Metadata Specialist** position at [Company Name]. With a strong background in digital asset management (DAM), taxonomy development, and information architecture, I am confident in my ability to optimize your digital ecosystem and enhance asset discoverability. In my previous roles, I have developed expertise in:

- Establishing and maintaining standardized **controlled vocabularies** and hierarchical taxonomies.
- Managing high-volume asset ingestion workflows while ensuring metadata accuracy and **SEO optimization**.
- Collaborating with cross-functional teams to define **governance policies** and user permissions.
- Utilizing DAM systems such as [List specific DAM software, e.g., Adobe Experience Manager, Widen, or Bynder] to streamline creative operations.

I am particularly drawn to [Company Name] because of your commitment to [mention a specific company project or value]. I am eager to apply my technical skills in [mention a specific skill like schema mapping or data migration] to help your team maximize the lifecycle value of your digital content. Thank you for your time and consideration. I look forward to the possibility of discussing how my experience in metadata strategy can contribute to the continued success of [Company Name]. Sincerely, [Your Signature] [Your Typed Name]

Enclosure: Resume