

# [Your Full Name]

[Phone Number] | [Email Address] | [LinkedIn Profile URL]  
[City, State, Zip Code]

[Date]

[Hiring Manager Name]

[Title: e.g., Chief Marketing Officer or VP of HR]

[Company Name]

[Company Address] **Re: Senior Internal Marketing Director Application**

Dear [Mr./Ms./Mx. Last Name],

**Introduction:** State your current role and your enthusiasm for joining [Company Name] as the Senior Internal Marketing Director. Briefly mention how your background in high-level organizational communication and brand alignment fits their current corporate culture goals.

**Strategic Vision:** Detail your experience managing large-scale internal communications and employee engagement strategies. Highlight your ability to translate executive vision into actionable internal branding initiatives that drive employee retention and productivity.

## **Key Accomplishments:**

- [Bullet point: Achievement regarding cross-departmental alignment or change management.]
- [Bullet point: Achievement regarding employee net promoter scores (eNPS) or internal platform adoption.]
- [Bullet point: Achievement regarding budget management or leadership of creative teams.]

**Cultural Fit:** Explain why you are drawn to [Company Name]'s specific values. Mention your approach to diversity, equity, and inclusion (DEI) as it relates to internal messaging and the total employee experience.

**Closing:** Reiterate your interest in discussing how your leadership can support [Company Name]'s internal growth. Thank them for their time and consideration.

Sincerely,

[Your Signature (if sending by mail)]

[Your Printed Name]