

[Your Full Name]

[Phone Number] | [Email Address] | [LinkedIn Profile URL] | [Portfolio Website URL]

[Date]

[Hiring Manager Name]

[Title]

[Company Name]

[Company Address]

Dear [Hiring Manager Name],

I am writing to express my interest in the [Job Title] position at [Company Name]. As a dedicated Content Writer with [Number] years of experience in [Industry/Niche], I specialize in crafting high-impact narratives that drive engagement and align with brand objectives.

Throughout my career, I have successfully managed diverse content projects, including [mention 2-3 content types, e.g., long-form articles, white papers, or SEO-driven blogs]. At [Current/Previous Company], I was responsible for [mention a key responsibility], which resulted in [mention a specific achievement or metric, e.g., a 20% increase in organic traffic].

My approach combines meticulous research with a keen understanding of audience persona. My enclosed portfolio demonstrates my ability to:

- Adapt tone and voice across various digital platforms.
- Optimize content for SEO without sacrificing readability.
- Translate complex technical concepts into accessible, persuasive copy.

I am particularly drawn to [Company Name] because of [mention a specific project or company value]. I am confident that my background in [specific skill] and my commitment to editorial excellence will make me a valuable asset to your creative team.

Thank you for your time and for considering my application. I look forward to the possibility of discussing how my writing expertise can contribute to the continued growth of [Company Name].

Sincerely,

[Your Full Name]