

[Your Full Name]

[Your Address]

[Phone Number]

[Email Address]

[LinkedIn Profile/Portfolio Link]

[Current Date]

[Hiring Manager Name]

[Company Name]

[Company Address]

Dear [Hiring Manager Name],

I am writing to express my interest in the **Content Marketing Coordinator** position at [Company Name]. With a background in [Your Field of Study or Industry] and a passion for crafting compelling narratives that drive engagement, I am eager to contribute to your team's marketing efforts and brand growth.

In my previous experience as [Previous Job Title], I successfully [mention a key accomplishment, e.g., managed a social media calendar or increased blog traffic by X%]. I am highly skilled in [Skill 1: e.g., SEO copywriting], [Skill 2: e.g., CMS management], and [Skill 3: e.g., data analytics]. I pride myself on my ability to coordinate multi-channel campaigns while maintaining a consistent brand voice.

[Company Name]'s recent work on [mention a specific company project or campaign] resonated with me because [reason]. I am confident that my organizational skills and creative approach to content strategy would make me a valuable asset to your marketing department.

I look forward to the possibility of discussing how my skills and experience can support the goals of [Company Name]. Thank you for your time and consideration.

Sincerely,

[Your Signature (if sending by mail)]

[Your Typed Name]