

[Your Full Name]

[Your Phone Number]

[Your Email Address]

[Your LinkedIn Profile/Portfolio URL]

[Date]

[Hiring Manager Name]

[Company Name]

[Company Address]

Re: Email Marketing Coordinator Application

Dear [Hiring Manager Name or "Hiring Committee"],

I am writing to express my enthusiastic interest in the Email Marketing Coordinator position at [Company Name]. With a strong background in [mention 1-2 core skills, e.g., ESP management and A/B testing], I am eager to help your team optimize customer engagement and drive conversion through strategic lifecycle messaging.

During my time at [Previous Company/Internship], I managed email campaigns for a database of [Number] subscribers. I successfully [Action: e.g., automated a welcome series or redesigned templates], which resulted in a [Percentage]% increase in open rates and a [Percentage]% boost in click-through rates. I am proficient in [Software/Platform names, e.g., Klaviyo, Mailchimp, or Salesforce Marketing Cloud] and possess a keen eye for mobile-responsive design and data-driven segmentation.

Your recent [Project or Campaign by the company] particularly resonated with me because [Reason]. I am confident that my technical skills in HTML/CSS for email and my analytical approach to performance reporting will allow me to contribute immediately to [Company Name]'s marketing objectives.

Thank you for your time and consideration. I look forward to the possibility of discussing how my experience aligns with the needs of your marketing team.

Sincerely,

[Your Signature]

[Your Printed Name]