**SOCIAL MEDIA MANAGER COVER LETTER**

Yaretzi Townsend

City, State, Zip Code

Home: 000-000-0000

Cell: 000-000-0000

email@email.com

Dear Mr. Fritz,

I am writing to apply for the Social Media Manager position with Standard Foods Inc. I am a blogging and social media professional with six years of experience in online marketing and communication. I recently earned a Master of Arts degree in Social Media Marketing.

In my current position as a freelance blogger, I maintain a personal blog and manage every aspect of seeing that it runs smoothly including content writing promotion through social media and other methods communicating with brand representatives and public relations professionals maintaining ad space and responding to reader comments. I am well-versed in the multitasking elements of managing social media accounts and I have tremendous time management and organizational capabilities. My communication skills are outstanding both through written and verbal means; I work hard to always ensure all necessary parties are informed and in the loop. I have a great love and passion for social media because it brings people from all over the world together; I thoroughly enjoy communicating with people of different backgrounds and I am adept at handling tense situations with tact and diplomacy.

It would be an honor to be able to utilize these skills as your new Social Media Manager. I am sure you will find me to be a worthy candidate for your Social Media Manager opening. Please contact me soon to arrange to meet in person. Thank you for your time.

Best,

Yaretzi Townsend