**LETTER TEMPLATE**

**SOCIAL MEDIA MANAGER COVER LETTER**

**[Date]**

Dear **[hiring manager’s title and last name, or their first name],**

I found your advertisement for the Social Media Manager vacancy and am very interested in the position. My experience in **[relevant field like Media or Journalism]** and ability to **[#1 skill]** and **[#2 skill]** make me the perfect candidate for the job. I know my skillset and industry knowledge will be invaluable to **[name of the company/organization].**

I am most impressed by **[notable milestones or characteristics you appreciate about the company/institution]** and have some great ideas of my own to contribute. When I worked on **[mention a successful project/initiative you were involved in],** we managed to **[describe the result(s) of the project].** I believe your **[project or company initiative you are especially interested in]** will make waves in the industry and I’d feel privileged to be a part of such an innovative team.

In my role as **[position],** I achieved **[describe accomplishment(s) and strengthen it with a statistic, if possible],** which improved **[mention the effect this accomplishment had on the organization or company in question].** Most recently I attended **[\*\*relevant workshops/courses/training you’ve completed]** that helped me sharpen my **[key skills or valuable attributes]. \*\***

I have attached my resume and **[mention any other documents that were requested, if applicable].** If you like my ideas, I have many more I’d like to discuss with you.

Sincerely,

**[Full name]**