**EMAIL TEMPLATE**

**COVER LETTER FOR JOB APPLICATION**

Subject: Colleen Warren - Web Content Manager Position

Dear Hiring Manager,

I'm writing to express my interest in the Web Content Manager position listed on Monster.com. I have experience building large, consumer-focused, health-based content sites. While much of my experience has been in the business world, I understand the social value of this sector, and I am confident that my business experience will be an asset to your organization.

My responsibilities have included the development and management of website editorial voice and style, editorial calendars, and the daily content programming and production for various websites.

I have worked closely with health care professionals and medical editors to help them to provide the best possible information to a consumer audience of patients. I have also helped physicians to use their medical content to write user-friendly and easily comprehensible text.

Experience has taught me how to build strong relationships with all departments in an organization. I have the ability to work within a team, as well as cross-team. I can work with web engineers to resolve technical issues and implement technical enhancements.

I am confident working with development departments to implement design and functional enhancements, monitor site statistics, and conduct search engine optimization.

Thank you for your consideration.

Colleen Warren

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