**Entry Level Marketing Jobs Cover Letter**

FirstName Last Name  
Your Address  
Your City, State Zip Code  
Your Phone Number  
Your Email

Date

Contact Name  
Title  
Company Name  
Address  
City, State Zip Code

Dear Mr./Ms. Last Name:

The job listing posted on WriteJobs.com for a Production Editor-Proofreader caught my attention. I am confident that my experience fulfilling directives of marketing projects and my ability to produce high-quality written material on deadline would be valuable to your Sales Intelligence team.

I am currently working toward earning my bachelor’s degree in English and Professional Writing. Last year I completed an associate degree program in business administration, graduating with honors. My current GPA stands at 4.0. Since my education is online, grades are based solely on written communication.

During the past eighteen months I have produced close to 100 projects, including essays, reports, proposals, letters, emails, charts, graphs, tables, discussion board postings, and PowerPoint presentations. My associate degree in business contributed to enhancing my writing abilities. In addition, by going back to school after first working in business for seven years, I bring practical skills and appreciable experience from the job world with tangible accomplishments and aptitudes.

Your job listing indicates you are seeking someone with a sharp eye for detail to help facilitate the production flow of client deliverables. My extensive experience with print media helped me to sharpen my eye by proofreading countless materials prior to going to press. My three years spent in the insurance field added to my attention to detail. I analyzed, reviewed, and processed group insurance documents and applications, making sure all components were present and complete to comply with insurance regulations and laws. In this job, there was no room for errors. With over seven years of history working with promotional projects, my primary responsibility and objective has always been simple – to satisfy the client.

My work has instilled in me resourcefulness, insight, integrity, and accountability. I hope we can meet so I can provide some more examples of my skills and explore the contributions I could bring to the position.

Please contact me at **xxx@email.com** or **555-555-5555** to arrange a time. I look forward to hearing from you and appreciate your consideration for this position.

Sincerely,

Handwritten Signature (hard copy letter)

FirstName Last Name