NAME

123 Main Street, Anytown, CA 12345 · 555-555-5555 · example@email.com

DATE

Recipient’s Name

Marketing Manager

ABCD Company

123 Business Rd.

Business City, NY 54321

Dear Mr. Last Name,

As you are aware, I have a been a contract worker for ABCD Company for the last two years. I am very interested in the permanent marketing position that was recently listed on the company website.

Before moving to Anytown last spring, I worked in marketing for Amadorn Associates, where I was responsible for digital, print, and social media for the corporation. In a role very similar to the posted position, I performed market research, analysis, and reporting to assess the success of our campaigns.

Working at ABCD has been rewarding, both professionally and personally, and I would appreciate the opportunity to become a permanent employee. I feel that my previous experience and the commitment I have shown as a contractor make me an excellent candidate for the open position.

I have attached my resume for your review and consideration.

If I can provide any further information, please let me know.

Best Regards,

NAME HERE