**MARKETING COORDINATOR COVER LETTER**

142 Facebook Blvd.

Palo Alto, CA, 94301 United States

(423)135-4624

May 30, 20XX

Hiring Manager’s Name

341 Company Address

Palo Alto, CA, 94301

(xxx)xxx-xxxx

Dear **[Hiring Manager’s Name]**,

I’m writing to express interest in your open **[Position Title]** position. My 10+ years of results-driven marketing coordinator experience are packed with examples of why I’ll be a valuable addition to the **[Company Name]** team.

My attached resume demonstrates that I’m a professional multitasker who can seamlessly coordinate every facet of your marketing strategy. Below are some key achievements that illustrate my relevant qualifications:

In my current role at Crossroads Group, my traditional and digital advertising efforts have enhanced brand awareness and increased sales by 60%

With my previous employer, Ward Hill Marketing, the marketing strategies I developed and implemented yielded a 160% increase in revenue from organic traffic and a 40% social media presence growth spike

I’ve coordinated all aspects of physical events across multiple venues while handling hundreds of inbound/outbound phone calls and emails per day

I’m proficient with industry-standard tools like Marketo, LocalVox, Adobe Photoshop and InDesign, and MailChimp

Furthermore, I’m an excellent communicator — fluent in both English and Spanish — who enjoys building productive relationships with teammates and clients. Throughout my career, I’ve integrated my interpersonal, organizational, and analytical skills to produce value and make my marketing manager’s job easier. I relish the opportunity to do the same for you and your company.

Thank you for taking the time to review my application. I’d love to schedule an interview to discuss in detail how my skill set perfectly matches the requirements listed for your **[Position Name]** position. Please don’t hesitate to call me at (123) 456-7890 or email me at youremail@mail.com.

Sincerely,

Your Name