

12 Meadow Close
Stretton on Dunsmore
Rugby
CV23 9NL

[Company Name]
[First Line of Company's Address]
[The City of the Company]

[Date]

Dear Sir/ Madam

I am writing to you to apply for the position of Social Media Manager at [Company Name] as advertised on LinkedIn. I believe the skills I possess would be beneficial in this role and I would therefore be a suitable candidate.

Having studied key aspects of the media landscape during my time at Coventry University, I possess a good knowledge of digital media and how this can be utilised to capture an online audience. As a frequent user on a multitude of social media platforms, I am aware of how they function and could apply my thoughts as a consumer to this role in order to reach a desired demographic. Moreover, my background using creative software such as Adobe Photoshop in my University projects would be useful in this role as I could be directly involved in the creation of content that would be published on social media.

Due to my interest in [Company Name], I would have passion for my work and do any task to the best of my ability. The impressive list of clients on the company website give me an indication that [Company Name] is interested in utmost professionalism, something that I would aim to achieve at all times. Furthermore, the diverse range of clients would provide me with vast experience as I would adapt my strategy to suit different clients.

In terms of teamwork, my verbal communication skills, often utilised in presentations, would allow me to share information to my colleagues in a clear, concise, and respectful manner. I believe that this would allow for productivity and an amiable work environment. Additionally, I am an outgoing and optimistic person. I will do my utmost to assist my colleagues with any task they require of me and am able to stay positive even during challenging situations.

I have attached my CV with this letter, including my contact details. If you have any questions or thoughts, please don't hesitate to contact me. I look forward to hearing from you.

Thank you for your time and consideration.

Sincerely,

Benjamin Mullins