

Joseph Q. Applicant

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September 1, 2020

Jane Smith
Director, Human Resources
United International
123 Business Rd.
Business City, CA 54321

Dear Ms. Smith,

I recently read an article about United International's new approach to digital marketing in Marketing Magazine Online, and I'm writing to inquire whether you have any marketing positions open.

I have five years of experience working as a Marketing Strategist for one of our local retail clothing stores. During my time in this role, I increased the number of website page views by 120 percent and reduced the cost of customer acquisition by 20 percent. In addition, our sales increased by 50 percent during that time.

My resume is enclosed with this letter, so you can review my education, work experience, and achievements. I would appreciate an opportunity to talk with you or a member of the marketing team to see how my experience and skills could benefit your company. Thank you for your time and consideration. I look forward to speaking with you in the near future.

Sincerely,

Joseph Q. Applicant

**If you are sending this via email, you would remove the company name and address block from the top. Remember to send it to someone in particular, not "To Whom This May Concern"