

SAMPLE STUDENT

Palatine, IL 60067

847-555-1212

samplestudent@gmail.com

<https://www.linkedin.com/in/samplestudent>

June 28, 20xx

John Smith
Marketing Manager
ABC Company
1200 West Algonquin Road
Palatine, IL 60067

Dear John Smith,

It is with great interest that I am submitting my resume to be considered for the **Social Media Specialist** position that is posted on your website. My educational coursework and internship helped me develop a proven set of skills which will allow me to be an asset to ABC Company.

I have recently completed my Associate in Applied Science: Business Administration - Social Media Specialist degree from Harper College. The attached resume details my skills and experience; however, I would like to highlight the qualifications that meet your needs. These include:

- Excellent written and verbal communication skills used to develop brochures, print and social media press releases and marketing material to convey a newly created brand
- Assisted marketing team with formalizing marketing strategy and plan
- Knowledge of social media platforms: LinkedIn, Facebook, X, and Instagram
- Managed and analyzed website content and updates
- Strong Microsoft Office and Adobe Creative Suite skills
- Creative, team player, flexible, dedicated, and hard working

I would appreciate the opportunity to meet with you and further discuss how my skills and experience can benefit your company. Please feel free to contact me at your convenience if I can provide any further information about my qualifications. Thank you for your consideration.

Sincerely,

Sample Student