Peter Edwards

718 Pilgrim Court Syracuse, NY 13224 · (000) 123- 1234 · pedwards@email.com

August 17, 2020

Janice Parker

Vice President, Marketing

Acme Corporation

123 Business Rd.

Business City, NY 54321

Dear Ms. Parker,

I would like to thank you, most sincerely, for taking the time to interview me today for the Social Media Specialist position that has opened with Acme Corporation. It was great to meet you and your team, and I truly enjoyed learning about your current marketing program and touring your office.

I was impressed by the opportunity your next Social Media Specialist will have to build a strong, rebranded presence for Acme Corporation on Facebook, Twitter, Instagram, and LinkedIn. As we discussed, my experience includes creating and managing social media properties for both established and start-up organizations. My successes include building a network of 5K Facebook followers for J.C. Enterprises within three months, ghostwriting LinkedIn posts for the CEO of Union Industries that attracted, on average, over 350 “shares” each, and helping the owner of Jenny’s Bling to become a major influencer in her industry.

Please know that, although I have been working as a freelancer for the last five years, I am eager to return to a dynamic, full-time marketing department environment. I am invigorated and inspired by collaborative teamwork, and would find it most rewarding to help forward Acme Corporation’s mission of “Laying the groundwork for sustainable industry growth.”

If I can provide any additional information to help you with your decision-making process, please let me know. I look forward to hearing from you soon!

Sincerely,

*Peter Edwards* (signature hard copy letter)

Peter Edwards