

# Cover Letter Sample

From,  
Robert Lewis  
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Date:  
October 22, 2018

To,  
Paul Higgins  
Dy Director of HR Department  
Burlington, CA 08526

Dear Mr. Higgins

Today I wish to apply for the open post of marketing manager in social media. This job opening was conveyed to me by my friend, Mr. Joseph Penn. He has kindly agreed to give me a reference letter, which I hope will be useful.

I hold a Master's degree in digital media from North Carolina State University. I also possess 5 years of experience as an assistant in social media at Prime Box. This has given me great value in learning and utilizing social media such as Twitter, Instagram, and Facebook.

For the past two years I have held the accountability for the management of Prime Box Twitter account. Since then, the number of account holders has risen by 60 percent.

It will be a great opportunity to work with interested like-minded colleagues. Hence, I am eager to take over the position of a Manager in your company. Since I love accepting challenges, I am confident to uplift your social media status to a higher level.

I thank you for offering your valuable time and keeping me in mind for this position. I have forwarded my resume and will send an email the following week. This is to know if I can send any more information if required.

Sincerely,

Robert Lewis

