

Contact Details

Name
Address
Phone number
Email address

01

Jane Jobscan
Seattle, WA 98101
(555) 555-5555 - jane.jobscan@jobscan.co.linkedin.com/in/jane-jobscan

Date

02

February 26, 2023

Recipient's Information

03

Lavinia Smith
Hiring Manager
Media Raven, Inc.
Ponteonville, MS 38862

Greeting

Whenever possible, address the hiring manager by name.

04

Dear Ms. Smith:

Opening

Who are you?
What are your relevant skills and accomplishments?

05

I read your advertisement for a marketing manager at Media Raven Inc. with great interest.

As **CEO**, Company's marketing manager since 2018, I directed all phases of both the creative and technical elements of marketing initiatives including data mining, brand creation, print/web collateral development, lead generation, channel partner cultivation, customer segmentation/profiling, as well as CRM and acquisition strategies.

Body (1-3 paragraphs)

What do you know about the company?
Why are you applying for this job?
What value can you bring to the company?
Include measurable results when possible.

06

Perhaps most importantly, I offer a history of proven results, as evidenced by the following marketing accomplishments for my current employer:

- Captured a 28% expansion in customer base since 2018, achieved during a period of overall decline in the retail industry.
- Led national marketing campaign (comprised of trade show, media, and PD initiatives) of my company's newly launched technology services division.
- Developed and executed SEO strategy that achieved and sustained top 3 rankings on Google (organic, non-paid results) for key product search terms.
- Oversaw the creation of a new company logo and rebranded 100+ products to cement a cohesive corporate identity and support new company direction.

Given the opportunity, I'm confident in my ability to achieve similar groundbreaking marketing results for Media Raven, Inc.

Closing

Reiterate your interest.
Add a Call to Action.
Mention any attachments.

07

Ms. Smith, I would welcome the chance to discuss your marketing objectives and the ways I can help you attain them. Feel free to call me at (555) 555-5555 or email me at jane.jobscan@jobscan.co to arrange a meeting. I look forward to speaking with you.

Professional sign-off

08

Sincerely,
Jane Jobscan

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LM Reder



Cover Letter Guide Open Now:

American Directory of Writer's Guidelines ,2007-02 Perhaps the best kept secret in the publishing industry is that many publishers both periodical publishers and book publishers make available writer s guidelines to assist would be contributors Written by the staff at each publishing house these guidelines help writers target their submissions to the exact needs of the individual publisher The American Directory of Writer s Guidelines is a compilation of the actual writer s guidelines for more than 1 700 publishers A one of a kind source to browse for article short story poetry and book ideas

Christian Writers' Market Guide 2009 Sally Stuart,2009-01-13 Now updated for 2009 comes one of the most comprehensive marketing resources for Christian writers with information on agents editors publisher guidelines specialty markets and more

The American Directory of Writer's Guidelines John C. Mutchler,1999 West Bloomfield

Hospital v. Certificate of Need Board, 452 MICH 515 (1996) ,1996 102746 102750

What Color Is Your Parachute?

2017 Richard N. Bolles,2016-08-16 The world s most popular job search book is updated for 2017 tailoring its long trusted guidance with up to the minute information and advice for today s job hunters and career changers In today s challenging job market the time tested advice of What Color Is Your Parachute is needed more than ever Recent grads facing a tough economic landscape workers laid off mid career and people searching for an inspiring work life change all look to career guru Richard N Bolles for support encouragement and advice on which job hunt strategies work and which don t This revised and updated edition combines classic elements like the famed Flower Exercise with updated tips on social media and search tactics Bolles demystifies the entire job search process from resumes to interviewing to networking expertly guiding job hunters toward their dream job

What Color Is Your Parachute? 2016 Richard N. Bolles,2015-08-11 What Color Is Your Parachute is the world s most popular job hunting guide revised and updated annually with more than ten million copies sold This 2016 edition features the latest studies and perspectives on today s job market including proven strategies for finding jobs even when everyone tells you there are none Career expert Richard N Bolles reveals surprising advice on what works and what doesn t so you can focus your efforts on tactics that yield results This helpful manual shares proven tips for writing impressive resumes and cover letters as well as guidance for effective networking confident interviewing and the best salary negotiating possible But it goes beyond that by helping you to zero in on your ideal job and life with its classic Flower Exercise Whether you re searching for your first job were recently laid off or are dreaming of a career change What Color Is Your Parachute will guide you toward fulfilling and prosperous work From the Hardcover edition *Wet Feet Insider Guide*

Killer Investment Banking Resumes ,2008 **Christian Writers' Market Guide 2011** Sally E. Stuart,2010-12-27 The only guide written exclusively for this specialized market this title provides the most up to date marketing resource information available to beginning and advanced writers freelancers editors publishers publicists and all others interested in or involved with writing

Christian Writers' Market Guide 2000 Sally E. Stuart,2000-02 This ultimate reference tool for Christian

writers includes over 1 100 markets for the printed word Completely revised for 2000 this writer s classic reference book includes 683 periodicals 329 book publishers 90 literary agents Over 250 poetry markets 117 greeting card and specialty markets The guide provides hundreds of e mail addresses websites and on line markets as well as scriptwriting song writing poetry web page resources and information on photography markets and writing contests conferences and groups

Christian Writers' Market Guide 2010 Sally E. Stuart,2010 Identifies approximately one thousand markets for Christian writers including book publishers and periodicals each with contact information and submission guidelines and includes listings of literary agents poetry greeting card music and photography markets and contests **Alaska Career Guide** ,1996 **The Manager's Guide to Effective Business Writing** ,2000 **The American Directory of Writer's Guidelines** Brigitte M. Phillips,Susan D. Klassen,Doris Hall,2005 Perhaps the best kept secret in the publishing industry is that many publishers both periodical publishers and book publishers make available writer s guidelines to assist would be contributors Written by the staff at each publishing house these guidelines help writers target their submissions to the exact needs of the individual publisher The American Directory of Writer s Guidelines is a compilation of the actual writer s guidelines for more than 1 500 publishers A one of a kind source to browse for article short story poetry and book ideas Poultry Success ,1914 **Country Guide and Nor'west Farmer** ,1914 **McClure's Magazine ...** ,1911 Coulon's Parcel Post Guide ,1920 Miracle Sales Guide Mark Jones,James Healey,1973 **Christian Writers' Market Guide 2007** Sally Stuart,2007-01-16 Now updated for 2009 comes one of the most comprehensive marketing resources for Christian writers with information on agents editors publisher guidelines specialty markets and more *Munsey's Magazine for ...* ,1911

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