

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 25, 2023

Recipient's Information

03

Lavinia Smith
Hiring Manager
Media Raven, Inc.
Ponteversville, 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 J&J 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, nonpaid 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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example letter of invitation for friends family visiting - Jul 15 2023

web i confirm that i will be funding full name of visitor s during their stay in salford manchester i have enclosed evidence of this in the form of type of evidence e g bank statements sponsor letter if your visitor s will be staying with you during their stay include the paragraph below

sample invitation letter template for family visitor visa - Jun 14 2023

web sample invitation letter template your name local u s address phone number date u s consulate or embassy city country of location of u s consulate or embassy to whom it may concern am currently a graduate undergraduate student scholar at northeastern university in f 1 j 1 status

sample invitation letter for visitor visa for parents - Aug 04 2022

web dear papa mommy i am fine here and hope that you are fine too with utmost pleasure i am inviting you to visit us and spend your vacation in the usa with us during your vacation here we will visit many places in the us such as niagara falls new york atlantic city washington dc los angeles las vegas and many such places

family and friends visitor visa support university of alabama - Dec 08 2022

web invitation letter template to invite family members friends for short visits visitor s visa sponsorship this template may be used by you to prepare an invitation letter for a family member or friend to visit you in the u s temporarily

sample invitation letter for visitor visa for parents your hr world - Feb 27 2022

web nov 4 2019 to madhu and kishan sharma 45 2 sriram nagar new delhi sub invitation to visit usa dear mother and father i would like to invite you both to united states of america this winter and stay with me for three months i really look forward to have you both visit me and stay with me

sample invitation letter for immigration affidavit of - May 01 2022

web sample invitation letter for immigration affidavit of support with undertaking the poor traveler itinerary blog this post contains a guide to writing your own invitation letter for immigration and a sample affidavit of support and guarantee for visiting relatives abroad this is for filipino travelers