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| Hiring manager nameJob titleCompanyAddress | Telephone icon with solid fill**Contact me**[Add email][Add phone #][Add social media/website] |
| Dear [add hiring manager name], I am writing to apply for the position of [add job title] at [add company], as advertised on the Field.My enthusiasm for [add industry/role] stems from [add a personal story about why you want the job]. Powerful marketing connects communities, and as a people person, I love being part of that process. As an employer of choice, many things stand out for me at [add organisation name]. In particular [add something about the company that excites you, such as a particular initiative, product etc], which connects with my own values and approach to life and business. [Add a personal story about why the company initiative, product etc connects with you]. Throughout my career I’ve demonstrated [add a skill mentioned in the position description for the job (eg. problem solving), and a particular time when you successfully showed that skill. This story can be personal or professional]. This meant that we successfully [add 2 to 3 positive outcomes of the story]. Throughout 2021 and 2022, I also [add another skill mentioned in the position description. Try adding a time you were challenged, and how you overcame the challenge].I would love an opportunity to work at [add company name] because [add a few reasons why working there would benefit everyone]. I would really appreciate an opportunity to speak with you in person to discuss this role more deeply, and how I would be a great fit for your organisation. I look forward to hearing from you.All the best,[add your name] |