James Brown

238 Broadway

New York

NY

United States

To

The HR Manager

XYZ Company

354 F 63rd Street

New York

NY 10022

United States

Subject- Cover letter for the position of Digital Media Manager

Dear

I am sure that I will definitely shine in the role of digital media manager once I join your company. In fact, I had been longing to be a part of [name of company] ever since long period of time. I have worked in the role of marketing professional at [name of first company] for the last [timespan] years.

In fact, I have done my Master's in Business Administration with a specialization in digital marketing from [university name] and scored above [percent].

[name of first company] has been my first company and I joined over there on [mention date] and since then I had been working for nearly [timespan] years.

As a responsible digital media manager, I am responsible for managing the online presence of [name of company] on the virtual platform.

I am responsible for managing the media accounts of social media, posting messages through chatting sessions and also responding to the customers with suitable answers to the queries.

I am capable of addressing to disputes. I have been also contributing in the customer care department by addressing to various queries and providing appropriate solutions.

I am excellent in multi-tasking and so I prioritize the tasks accordingly to meet the requirements of the clients. I have the knowledge of applying suitable coding techniques and also understand the technology of computers. I am well capable enough to build a positive brand image and interact successfully with customers.

I have been able to grow the community of online viewers and customers ten times and earn return on investment successfully.

I hope that I will be able to succeed after I join [name of company]. I will definitely submit the day-to-day reports and meet the target of [name of company].

I am looking forward to meeting the entire hiring team.

Thanking You,

Yours Sincerely,

James Brown

[Handwriting signature]

[Mention the contact details]

[Mention here, if there is any post note to be given]