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

Sub- Sales and marketing coordinator cover letter.

Respected Sir/Madam

Recently, I got to know that you are hiring candidates for the post of Sales and marketing coordinator. I am willing to join your esteemed company that is [mention the name of the company] as a sales and marketing coordinator. All your expectations can be fulfilled by me in an appropriate manner.

The master's degree in [mention the name of the course] is received me from [mention the name of the institution] in the year of [mention the year]. After completing my graduation, I trained myself from [mention the name of the institution]. If I talk about my work experience, then previously I used to work at [mention the name of the company] as a sales and marketing coordinator. There I learned about all the work of a sales and marketing coordinator.

This is why I am aware of all the duties of a sales and marketing coordinator. The duties that are well known by me are helping to create and manage marketing campaigns by developing advertising materials, coordinating with manufacturers and suppliers, developing sales strategies by monitoring market trends, and many such things. I have several skills in me, such as [mention the skills which you have and are best for this job]. I will do everything in a proper manner.

My resume and other important documents which need to be submitted for this job are attached to this letter. Hope you will contact me soon to discuss more this field. Thank you so much for considering me for this job at your end esteemed company, that is [mention the name of the company].

Sincerely,

From

James Brown

[Handwritten signature]

[Mention the contact details]

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