**Robert Smith**

**Digital Marketing Intern**

[Today’s Date]

[341 Company Address]  
[Company City, State xxxxx]  
[(xxx) xxx-xxxx]  
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager’s Name],

This is with reference to your job posting of Digital Marketing Internposted at XXX in your esteemed organization. I hold 2 years’ experience and a Degree in Journalism. My qualifications, skills, and experience re at par with expected job requirements for this position.

Given an opportunity, I can add value to your organization by writing meaningful content that elicits required response from the target audience. I keep myself updated with latest updates and developments in this field so that I can best serve my clients. I have amazing writing skills, creativity, and imagination that makes it easier for me to pen engaging contents. I have been working with Content Management Systems that help me format my contents as per precise requirements.

Presently, my job requirements in my current company includes-

* Assisting with email marketing campaigns.
* Creating client’s monthly progress report.
* Content writing, proofreading, and editing.
* Brainstorming for developing new ideas with team members.
* Building social media following.
* Providing creative, editorial, and technical support to team members.

Given an opportunity, I shall strive hard to be an asset to your organization.

Please find attached my resume and a few samples to showcase my writing skills for your kind perusal.

Looking forward to hearing from you soon.

Sincerely,

[Your Name]