**Robert Smith**

**Ecommerce Assistant**

[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],

I am applying for the post of Ecommerce Assistant now available with \*\*\* corporation. I have enclosed herewith my resume displaying my complete skills and education. But here is a brief introduction of the most relevant information relating to this role. I have a bachelor’s degree in information technology and my internship includes computer algorithms, Search Engine optimization, computer architecture, and operations.

I understand the speed of the present digital world and its ever-demanding needs from the one who manages it. On this note, I would like you to consider some of my accomplishments and qualifications that include –

* Working in \*\*\*\*, supporting their all E-Commerce initiatives through implementation and management of multiple websites, right from identifying the basic needs of the target audience to efficient completion.
* Developing models, performing accurate analyses that provide insight into customers’ buying preferences.
* Handling vendor and product management, on-site merchandising efforts, and category development/maintenance.
* Played a key role in achieving an increase of 30% in revenue through assisting in the creation of social media programs, and online newsletters.
* Thinking out of the box to achieve and generate integrated marketing plans that meet targeted audience goals while retaining customers, and acquiring new ones.

Of equal importance to the role you have advertised, I am equipped with a range of abilities from creating and modifying search-related landing pages to linking the eCommerce experience of customers. These are just some of my accomplishments at \*\*\*. I hope that this brief view describes how much of a best Ecommerce professional I will be to your company. A chance to meet you in person will be appreciated.

Thank you for your time and consideration.

Sincerely,

[Your Name]

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