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| **Robert smith**  **Marketing Communications Coordinator** | **Phone**: (123) 456 78 99  **Email**: info@qwikresume.com  **Website**: [www.qwikresume.com](http://www.qwikresume.com)  **LinkedIn**: linkedin.com/qwikresume  **Address**: 1737 Marshville Road, Alabama. |

[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'm writing in response to your job posting for a Marketing Communications Coordinator at your firm. I believe I can make an immense contribution to your organization. Working as a member of your team piques my interest.

* Keeping standard documents and presentations up to date and in good working order.
* Collaborate with product owners, corporate leaders, and subject matter experts for the creation of content and materials.
* Providing team-wide project coordination support and recording different processes.
* Writing a broad range of communications on a variety of industry-relevant topics that are easy to understand by the target audience(s).
* Oversee Company's social media engagement.
* Offer support for media relations and marketing activities.
* Increased brand visibility up to 53%.
* 3000+ audience growth by implementing an effective social media strategy.

I possess a bachelor's degree in communication and secured 88.5 percentile. I have been in the marketing and communications field for almost 5 years.

My credentials and experience seem to be a perfect fit for this job. I'd like to work with your Company to improve my exceptional organizational, writing, general communications, and project management skills.

I look forward to hearing from you soon. You can have a look at my resume for additional details.

Best Regards,

[Your Name]