**Robert Smith**

**Web Content Manager**

**1737 Marshville Road, Alabama, (123)-456-7899, info@qwikresume.com www.qwikresume.com**

[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 writing to apply for the Web Content Manager job role that is now available at \*\*\*. Upon reviewing your job description, I discovered that your company needs a skillful and experienced professional to handle your Web Content Management, and I strongly believe that my strong background in web development, along with my solid understanding of SEO principles, will enable me to be a valuable asset to your team.

Comprehensive experience in developing and managing rich and compelling content, developing and editing online articles, blogs; and creating content strategies, and monitoring traffic and analytics are just a few areas in which I have gained experience and a thorough grasp. Throughout my career, I honed my editing, communication, and creativity skills. My steadfast commitment to ensuring overall content alignment, and my ability to bring traffic to your company’s website are something I can assure you of.

Summary of my qualifications include –

* Experience in keeping the site functionality at optimal capacity, and my expertise include working with Dreamweaver, JavaScript, Web services, Photoshop, and HTML/DHTML
* Conducting and performing regular maintenance checks and looking for potential issues before they turn out to be a big one
* Performing software updates as and when needed while acquiring excellent troubleshooting skills
* Experience in monitoring and assessing the performance of the website and implementing new software, procedures, and other technology to make the website user-friendly
* Earning a dual degree in marketing, and communications from \*\*\*

With my knowledge of keeping the site hosting and domain registration current coupled with my experience in coordinating with the Internet Service provider, and assessing the site’s traffic flow, I am well-equipped to significantly benefit your team as your next Web Content Manager. And, I am eager to utilize my skills and experience to help \*\*\* achieve its goals. I look forward to hearing from you soon. Thank you for your time and consideration.

Sincerely,

[Your Name]