

# Jessica Miller

Marketing Manager 123 Address St., Providence, RI 02903 jmillers@youremail.com (123) 456-7890

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## Michael Roberts

Hiring Manager  
Market Works  
(987) 654-3210  
mroberts@marketworks.org

Dear Mr. Roberts,

As an established marketing professional, I am sure that I would be an excellent fit for the role of Marketing Manager at Market Works. I believe that my analytical thinking skills, communication abilities, and leadership experience make me well-suited to this position.

I have been assigned increased responsibilities in my current job as my employer noticed my willingness to go above and beyond. Market Work's corporate structure and emphasis on leadership are key reasons I believe I would succeed in this position.

I am excited by the opportunity to bring my work ethic and experience to Market Works and handle new challenges as a Marketing Manager. Some of my past accomplishments include:

- Increasing social media engagement by over 30% within one year
- Coordinating a department-wide effort to obtain an additional \$100,000 for the annual marketing department budget
- Contributing to numerous reports highlighting the successes of the marketing department's initiatives

I would appreciate the opportunity to discuss my qualifications with you further. Please contact me at your earliest convenience.

Sincerely,

*(Insert Signature Here)*

**Jessica Miller**

P.S. I'd love to tell you how I referred five employees to my current company.