

John Doe
123 Main Street
City, State 12345
June 24, 2024

Mr. Robert Smith
Human Resources Manager
XYZ Corporation
456 Business Avenue
City, State 67890

Subject: Application for the position of Marketing Executive

Dear Mr. Smith,

I am writing to express my interest in the position of Marketing Executive at XYZ Corporation, as advertised on your company website. With a Bachelorâ€™s degree in Marketing and three years of relevant experience, I am confident in my ability to contribute effectively to your team.

In my previous role at ABC Ltd., I successfully managed several marketing campaigns from conception to execution, which resulted in an average 25% increase in lead generation. My strong analytical and communication skills equip me to adapt quickly and collaborate productively with team members.

I have attached my resume for your review. I welcome the opportunity to discuss how my experience and qualifications will benefit your organization. Thank you for considering my application.

Sincerely,

John Doe

(Enclosure: Resume)

- Always tailor your application letter for each specific job and employer.
- Keep the letter concise and focused on your most relevant qualifications.
- Proofread for spelling and grammatical errors before submitting.
- Include correct contact information for both applicant and employer.
- Attach supporting documents (such as resume or certificates) as necessary.