**Christine Reed**

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Phone: (333) 333-3333  Email: [Email Address]

**Today’s date**

Ms. Marie Myers, Marketing Director

ABC Company

Address, City, State, zip

**Re: Social Media Consultant**

Dear Ms. Myers,

Hi! I saw on your website that you’re in the market for a new social media consultant and just had to send in my resume (attached).

I’m an energetic employee with a lot of creative ideas for how we can highlight [name of company]’s presence on social media and increase the company’s revenues.   
I have an BS in marketing and sales, with an emphasis on communication via computer, and more than a decade of experience in promoting great brands like yours.

My social network efforts include:

* Creating and maintaining our presence on Facebook, LinkedIn, and Twitter.
* Periodically analyzing results.
* Writing daily/weekly post blogs for a number of clients/products.
* Providing creative, new directions.

Results:

* Our Internet marketing campaigns have spiked interest in our clients’ brands, and my knowledge of SEO and links to other websites doubled revenues.
* The traffic to our websites increased since I’ve been managing the content, recommending changes to our web-master, and ensuring that all web pages were user friendly.

I would really like to meet with your team to demonstrate my verbal presentation skills, organizational abilities, and original ideas.

Please give me a call at 999-888-7777 so we can work out a great time for me to come over for an interview.

Thanks for your time!

**Christine Reed**

**Enclosure: Resume**