

\*Your cover letter heading should match the heading on your resume.\*

**Your First and Last Name**

Address

Email | Phone

Date

Employer Name

Address

City, State Zip Code

Dear Hiring Manager,

I am pleased to see your job posting for a Communications and Marketing Coordinator at Romeo Community Schools on Handshake. I am pursuing my Bachelor of Science in Business Administration degree from the Wayne State University Mike Ilitch School of Business with a major in Marketing. I am a marketing student driven to develop innovative strategies and creative campaigns. I am excited to contribute my skills and knowledge to your results-driven, high-performing organization.

I am an excellent candidate to become the Communications and Marketing Coordinator, particularly because of the skills described below:

- Social Media: Experienced in using a wide array of social media platforms and analytical tools, thus allowing me to optimize content for maximum reach and effectiveness.
- Creative: Well-versed in drafting engaging online content that captures attention and drives traffic.
- Detail Oriented: My attention to detail allows me to pay attention to market trends and contribute ideas and insights into your marketing strategy.

Thank you for taking the time to consider my application for the Communications and Marketing Coordinator. I would welcome the opportunity to discuss how my skills and enthusiasm align with your team's goals in more detail. Thank you for considering my application.

Sincerely,

Your First and Last Name