

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[Your Phone Number]  
[Date]  
[Hiring Manager's Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am excited to apply for the Social Media Manager position at [Company Name], as advertised on [where you found the job listing]. With a proven track record of creating engaging content and driving social media initiatives, I am confident in my ability to contribute to your team. In my previous role at [Previous Company Name], I successfully [mention a relevant achievement or responsibility]. My experience in [specific skills or areas of expertise related to the job] has equipped me with the tools to effectively manage and enhance social media presence.

I am particularly drawn to this position at [Company Name] because [mention something specific about the company or its values that resonates with you]. I am eager to bring my skills in [specific skills] and [specific skills] to help achieve your goals.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to your team.

Sincerely,  
[Your Name]