To,

[Recipient Name]  
[Company Name]  
[Address]

Re. Application for the Job of Email Marketing

Dear Alex,

I am Shirley Noah from the G9-S area of Capsel Town of TFT Residency, Brooklyn, New York. I am writing this application to present myself for the vacant position of Email Marketer in the marketing section of the Human Resource Department of the company. I came to know about this job from a friend who happened to visit the Facebook page of the company last week. Further, after contacting the organization, I came to know that the applications are being received until the end of June.

Talking about my qualification, I was educated in Sherman High School, New York City. I completed my graduation in Media and Marketing; a program offered to educate media studies and marketing skills simultaneously, from Columbia University, New York City, US. Afterward, I worked as a freelancer in which I used to do organizational marketing through emails and SMS service for one year. I worked in MLGF Groups as a Senior Email Marketer for one year.

I wish to be part of your amazing team and work in your organization as an Email Marketer. I have gone through the skills, qualifications, and age limit required for the job, and I am glad to inform you that I realize myself an excellent match for the job. I assure you of the quality of my work and dedication to this company. Further, working from home is always my first priority as I feel more energetic, proficient, and dynamic in working from home.

I shall be grateful to you if you consider me for the job. I have enclosed the required documents with the application.

Sincerely

Signature