

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient Name],

[Introductory paragraph: Briefly introduce yourself and express your interest in the Marketing position.]

[Second paragraph: Highlight your relevant skills, experience, and achievements in marketing. Provide examples to demonstrate your value.]

[Final paragraph: Express enthusiasm for the opportunity and your willingness to discuss further.]

Sincerely,

[Your Name]