John Smith

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Example Ltd
Human Resources
Example Road 1, London

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Application for the position of Marketing Assistant

Dear Hiring Manager,

I am writing to apply for the position of Marketing Assistant at Example Ltd, as advertised on your website. I am excited about this opportunity because it combines my experience in online marketing with my interest in creative campaign work.

In my current role, I support the marketing team with content creation, social media planning and campaign reporting. I have worked with small teams and learned to manage several projects at the same time, while meeting tight deadlines. My work includes writing short texts for the website, planning posts for social media and preparing simple reports on campaign results.

What attracts me to your company is your focus on clear communication and honest marketing. I would like to contribute my skills in content and organisation and to learn from an experienced team. I work carefully, I am reliable and I enjoy working with other people on a shared goal.

I would welcome the opportunity to discuss my application in an interview. Thank you for your time and consideration. I look forward to hearing from you.

Sincerely,
John Smith

Anlagen: Resume, References available on request