

[Senders Name]

[Address]

[State, ZIP Code]

[Date]

[Recipients Name]

[Address]

[State, ZIP Code]

[Subject: Summary of the letter, keep it bold and short]

Dear [Recipients Name],

This letter is to inform you about my interest in the latest job vacancy you currently have in the digital marketing department. I check your advertisement on Google Ads. I am interested to apply for this job.

I have a five-year experience in the digital marketing field and I believe that my skills and work experience would be an asset. Please find my resume which I have attached hereto know my qualification and work experience.

I look forward to hearing your positive reply soon. For any information please feel free to contact me at yourname@email.com & [phone number].

Sincerely,

[Senders Name]