

Your Name
Street Address
City, Postcode

Your telephone
Your email address

Date

Employer name

Employer Title

Employer Company name

Street address

City, Postcode

Dear **Employer name**:

I am writing in response to your advertisement in **Ethical Jobs** for a **communications officer**. After reading your position description, I am confident that **my skills and passion for technology** would make a perfect match for this position. I would bring to your company a broad range of skills and experience:

- **I am a skilled social media user, capable of developing an audience and increasing engagement across the major platforms (FB, Insta, Twitter, TikTok). I am also familiar with scheduler and dashboard services**
- **I am a competent video editor, with experience using Adobe Premiere and Spark**
- **I have a high level of attention to detail and am quick to learn new skills and processes**
- **List skill 4**

I would welcome the opportunity to further discuss this position with you. If you have questions or would like to schedule an interview, please contact me by phone at **Your telephone** or by email at **Your email address**. I have enclosed my resume for your review, and I look forward to hearing from you.

Sincerely,

Your Name