

**Alex To**

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[Date]

**[Hiring Manager's Name]**

[Company Name]

[Company Address]

[City, State ZIP Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in [Position Name] at [Company Name]. With a Bachelor of Business Administration degree in Management Information Systems from Sam Houston State University, along with hands-on experience in digital marketing, operations management, and technical skills in languages such as Python, Java, HTML/CSS, and SQL, I am eager to contribute to your team and help drive your company's success.

In my most recent role as a Fulfillment Specialist at Target, I honed my ability to manage operations efficiently while maintaining a strong focus on delivering an exceptional customer experience. Additionally, as a Digital Marketing Manager at Pacino Essence LLC, I led the development of strategies that significantly enhanced customer engagement and acquisition. My ability to combine business insights with technical proficiency allowed me to create solutions that aligned with both company goals and client needs.

Throughout my academic journey and professional career, I have developed a robust understanding of business principles and their integration with technology. I have been recognized for my dedication to excellence, demonstrated by my inclusion in Beta Alpha PSI and the Dean's List. My coursework and certifications, including IT Specialist in HTML and CSS, have further solidified my skills in web development, data analytics, and software development.

I am particularly excited about [Company Name] because of [specific reason related to the company or industry]. I am confident that my skills in both technical and business domains will allow me to contribute effectively to your team. I am passionate about leveraging technology to solve complex business challenges, and I look forward to the opportunity to contribute to your company's continued success.

Thank you for considering my application. I would welcome the opportunity to discuss how my experience and skills align with the needs of your team. Please feel free to contact me at (346) 971-8319 or via email at toalex340@gmail.com.

Sincerely,  
Alex To