### <Name>

### Contact No.: <Contact Number> || E-Mail: < Email Address>

<Date>

<Name>

<Address>

<City, State, Pin code>

<Contact Number>

<Email Address>

<Hiring Manager Name>

<Company Name>

<Company Address>

<Company City, State, Pin Code>

Dear Mr Khanna,

I am writing to apply for the job position of Senior Social Media Executive for XYZ Company, as posted on your website career page. I have four years of experience as a social media executive for ABC Company, and I accept I am ready to move up to the senior level job position.

In your job posting, you declare that you want to hire a senior-level social media executive who understands the social media trends and usage of the Internet. During my time at ABC Company, I was given the responsibility of increasing follower numbers on social media platforms like Instagram. I explain to my manager that I would be contented to do so and that I would also work hard to develop follower participation because engagement has become an important metric.

Within five months, I increased our followers by over 45% and increased engagement by 300 percent. I’m very proud of that achievement. When I saw the opening of job position, I knew it was the finest excuse to bid you both my social media marketing skills and people skills.

I have attached my resume so you can get to know more about my educational background and all of my work experience. Thank you for your time and consideration.

Please feel free to contact me via email or call me at (contact number). I hope to hear from you soon.

Best Regards,

<Signature>

<Name>