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July 17, 2025

Hiring Manager

Jimmy Choo

Regarding: Application for the Global Marketing Assistant Position

Dear Ms. McKinney,

I am writing to express my enthusiastic interest in the Global Marketing Assistant position at Jimmy Choo, which I discovered on LinkedIn. As a long-time admirer of Jimmy Choo's iconic brand and innovative marketing, I am thrilled by the opportunity to contribute to your esteemed team in the London Head Office.

The responsibilities outlined for this role resonate strongly with my professional experience. I am adept at providing high-level support to senior marketing managers, overseeing departmental administrative tasks, and ensuring a seamless flow of communication between global stakeholders and regional teams. My organizational skills are well-suited to managing the diverse projects and ongoing initiatives your team undertakes.

My experience includes preparing and reviewing marketing briefs for creative teams, ensuring all deadlines are met and brand alignment is maintained. I am proficient in collating global marketing activities and liaising with internal departments to compile comprehensive materials, such as the Quarterly Marketing Newsletter mentioned in the job description. I am confident in my ability to effectively support the Senior Global Marketing Director and Manager in achieving their objectives.

I am eager to bring my dedication, collaborative spirit, and passion for the luxury market to Jimmy Choo. Thank you for your time and consideration. I have attached my resume for your review and look forward to the possibility of discussing how my skills can benefit your team.

Sincerely,

John Doe