

# Jordan Smith

January 16, 2026

Acme Corporation

RE: Entry Level Seo Specialist

Dear Hiring Manager,

I am excited to apply for the Entry Level SEO Specialist position at Acme Corporation, as advertised on your careers page. With a strong foundation in digital marketing and a passion for search engine optimization, I am eager to contribute to your team and help enhance your online presence.

During my internship with XYZ Digital Marketing Agency, I successfully improved the organic search rankings of several client websites. By conducting thorough keyword research and implementing on-page SEO strategies, I helped increase one client's website traffic by 40% within three months. Additionally, I collaborated with the content team to optimize blog posts and landing pages, which ultimately led to a noticeable increase in engagement metrics, including time on site and conversion rates.

Furthermore, I have completed a comprehensive SEO certification course, where I gained hands-on experience with tools such as Google Analytics and SEMrush. I utilized these tools to analyze website performance and generate actionable insights, which I presented to my peers as part of a capstone project. This experience not only honed my analytical skills but also reinforced my commitment to staying updated with the latest SEO trends and algorithm changes.

I am very enthusiastic about the opportunity to discuss how my skills and experiences align with the goals of Acme Corporation. Thank you for considering my application. I look forward to the possibility of contributing to your team and helping to drive successful SEO initiatives.

Sincerely,

Jordan Smith