

Jordan Smith

January 16, 2026

Acme Corporation

RE: Entry Level Social Media Manager

Dear Hiring Manager,

I am excited to apply for the Entry Level Social Media Manager position at Acme Corporation, which I discovered on your careers page. With a background in communications and a passion for engaging audiences through digital platforms, I am eager to contribute to your team and help elevate Acme's online presence.

During my internship at XYZ Marketing Agency, I successfully managed multiple social media accounts, increasing engagement rates by over 30% within three months. I developed and executed a content calendar that aligned with client goals, leading to a 25% increase in followers across platforms. I also spearheaded a campaign that promoted a new product launch, resulting in a 40% boost in website traffic from social media channels. These experiences have equipped me with the skills to create compelling content and utilize analytics to drive effective strategies.

I am particularly drawn to Acme Corporation's commitment to innovation and community engagement. I admire your recent campaign that focused on sustainability, and I would love the opportunity to contribute my creativity and analytical skills to similar initiatives. I am confident that my proactive approach and enthusiasm for social media will make a positive impact on your team.

I look forward to the opportunity to discuss how I can contribute to Acme Corporation as your next Entry Level Social Media Manager. Thank you for considering my application.

Sincerely,

Jordan Smith