

Jordan Smith

January 16, 2026

Acme Corporation

RE: No Experience Social Media Manager

Dear Hiring Manager,

I am writing to express my enthusiasm for the No Experience Social Media Manager position at Acme Corporation, as advertised on your careers page. I am excited about the opportunity to contribute to such an innovative company known for its commitment to creativity and community engagement. With a passion for digital communication and a keen understanding of social media trends, I am eager to bring a fresh perspective to your team.

Although I have not held a formal position in social media management, I have successfully managed social media accounts for various student organizations during my time at university. For instance, I led a campaign for our campus environmental club that increased our Instagram followers by 150% in just three months. This was achieved through strategic content planning and engaging visuals, which not only raised awareness about our initiatives but also fostered a sense of community among our followers. Additionally, I volunteered to create content for a local non-profit, where my efforts resulted in a 40% increase in event attendance through targeted Facebook promotions and engaging posts that highlighted our mission and goals.

I am particularly drawn to this position as I believe my dedication to learning and my proactive approach will allow me to quickly adapt and contribute to the success of your social media presence. I am excited about the possibility of discussing how my background in digital communication and my hands-on experience with social media can benefit Acme Corporation. Thank you for considering my application, and I look forward to the opportunity to speak with you further.

Sincerely,

Jordan Smith