**Sally Jones**

242 Santa Monica Blvd.,

Los Angeles, CA, 90210

(213) 222-2222

sally.jones@gmail.com

Dec. 16, 2016

George Kerry

Director of Marketing

SoCal Tech Solutions

412 Santa Ana Dr.

Los Angeles, CA, 90210

(213) 454-5544

gekerry@sct.com

RE: Marketing Manager Position

Dear Mr. Kerry:

I am writing to apply for the position of Marketing Manager at SoCal Tech Solutions. I have worked as a marketing professional for over a decade and as a manger since 2012. In my tenure as a marketing manager I was directly responsible for increasing revenue through analysis of marketing campaigns and negotiation with vendors. I have further led teams of up to 10 people and have trained at least 15 marketing associates.

Before I was a marketing manager, I was a marketing associate where I was instrumental in developing company content marketing strategy. I was also heavily involved in general marketing by developing promotional materials, both with design and copyediting. As a new marketing associate, I sharpened my skills, especially with Adobe Design, developing marketing copy, and working with a team.

Currently, I am finishing a Master’s in Marketing at UCLA and expect to graduate this spring. Between my years of experience, capacity in management, career achievements, and highly topical education, I am confident I would be a fantastic addition to SoCal Tech Solution’s marketing team. If you are so inclined, I would jump at the opportunity to visit you for an interview. Thank you for your time and consideration of my application. I look forward to hearing back from you at your convenience. Thanks again.

Sincerely,

Sally Jones

Enclosed: Resume