

### **Letter of Application Form for Job Vacancy**

**Personal Information**

* Full Name: Jane Doe
* Address: 1234 Oak Lane, Springfield, IL, 62704
* Phone Number: 555-123-4567
* Email Address: jane.doe@email.com

**Job Details**

* Position Applied For: Marketing Coordinator
* Source of Job Vacancy Announcement: Company Website

**Introduction**

I am deeply interested in the Marketing Coordinator position at XYZ Corporation because of your company's commitment to innovation and community engagement, which aligns with my professional values and career goals.

**Qualifications**

* Highest Level of Education: Bachelor of Science in Marketing
	+ Institution: Springfield University
	+ Degree Obtained: Marketing
	+ Graduation Date: May 2020
* Certifications or Special Training: Certified Digital Marketing Professional (CDMP)

**Relevant Experience**

* Most Recent Employer: ABC Products
	+ Job Title: Marketing Assistant
	+ Dates of Employment: June 2020 - Present
	+ Main Responsibilities: Assisted in developing and implementing marketing strategies, managed social media accounts.
	+ Achievements: Increased social media engagement by 40% within the first year.

**Skills**

* Proficient in social media marketing, content creation, Adobe Creative Suite, and Google Analytics.

**Cover Letter**

I am excited about the opportunity to contribute to XYZ Corporation as a Marketing Coordinator. With my background in marketing strategy and social media management, coupled with my passion for creating engaging content, I am confident in my ability to contribute to your team's success.

**References**

* Reference 1: John Smith, Marketing Manager, ABC Products, john.smith@abcproducts.com
* Reference 2: Emily White, Professor of Marketing, Springfield University, e.white@springfieldu.edu

**Closing Statement**

I am available for an interview at your earliest convenience and can be reached at 555-123-4567 or jane.doe@email.com. Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to XYZ Corporation.

**Applicant Signature**

* Signature: Jane Doe
* Date: [Today’s Date]