

Jane Doe
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[Month] [Day] [Year]

John Smith
Position
Acadium
Company address line 1
Company address line 2

Dear Mr. Smith,

I was referred to your job post for an online community manager on LinkedIn by a professor. When I read the role description and your company's bio, I realized I'm a great fit. I'm confident in this assessment as my team management, communication, and technical skills suit this vacancy.

As mentioned, I'm confident in my ability to manage a team, as I've once lead a group to a first place win in a semester-long contest held by XYZ Company. I organized our schedule, ensured we hit our self-set milestones, and provided emotional and technical support to my team. These activities ran side-by-side with my thesis, for which I was given special commendation.

My experiences and soft skills fit the profile of your ideal online community manager. In terms of hard skills, I'm proud to say I have a natural ability to learn new software quickly. In fact, I taught myself how to use Buffer, Google Analytics, and Social Pilot to prepare for a role such as this.

I look forward to applying my skills at this exciting role, and developing as a professional in your company. Please feel free to reach me through my email or LinkedIn profile when you are available for an interview, or if you have any questions. Thank you for your time.

Respectfully,

Jane Doe