

1
Header
(Top-Left
Corner)

Your Contact
Information

City and Date

Employer
Contact
Information

2
Personal Salutation
and "The Hook"

3
Central Paragraphs:
Your Offer and Motivation

4
Call to Action

5
Sign-Off

Mary Chao

Digital Marketing Specialist

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Omaha, NE 68132

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Omaha, NE 68132

Ashley Alameda
Head of Marketing
Avanza, Inc.
3000 Hall Valley Drive
Omaha, NE 68142

Dear Ashley,

Two months ago, I hit a goal I never thought I'd reach. I pushed SEO traffic to 20 million monthly visitors. One year ago, traffic for our four sites—all of which I manage through a team of 12 employees—reached at just 4 million per month. Upper management challenged me to lead the team toward doubling our traffic. We hit that goal in just six months, exceeding every our sales revenue forecast in the process.

I know your main upcoming challenge will be to grow revenue from your new website. With over seven years experience in SEO and social media marketing, and no concern when it pertains to staying on the leading edge of tech, I'm confident I can repeat the growth I achieved with SEO as your new Digital Marketing Manager.

In my current position, I successfully lead creative strategy and internal development teams. Specifically, I have:

- Doubled LinkedIn Marketing ROI by 42%.
- Reduced Cost Per Lead by 30%.
- Raised Landing Page Conversion Rates by 15%.

What impresses me most about your online marketing strategy is that you've managed to create a self-reliant team aligned with two basic key metrics only: traffic and conversions. This perfectly reflects my core professional values.

I'm adept at reading Google and user search intent, then translating that to measurable returns. Can we schedule a call to discuss ideas for growing your revenue by 25% in 2019?

Thank you for your time. I look forward to hearing from you.

Mary Chao
402-234-2338
marychao@gmail.com

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