

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

**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

## Cover Letter This Week Sign In

**American Waterways Operators**

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## **Table of Contents Cover Letter This Week Sign In**

1. Understanding the eBook Cover Letter This Week Sign In
  - The Rise of Digital Reading Cover Letter This Week Sign In
  - Advantages of eBooks Over Traditional Books
2. Identifying Cover Letter This Week Sign In
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Cover Letter This Week Sign In
  - User-Friendly Interface
4. Exploring eBook Recommendations from Cover Letter This Week Sign In
  - Personalized Recommendations
  - Cover Letter This Week Sign In User Reviews and Ratings
  - Cover Letter This Week Sign In and Bestseller Lists
5. Accessing Cover Letter This Week Sign In Free and Paid eBooks

- Cover Letter This Week Sign In Public Domain eBooks
- Cover Letter This Week Sign In eBook Subscription Services
- Cover Letter This Week Sign In Budget-Friendly Options

6. Navigating Cover Letter This Week Sign In eBook Formats

- ePUB, PDF, MOBI, and More
- Cover Letter This Week Sign In Compatibility with Devices
- Cover Letter This Week Sign In Enhanced eBook Features

7. Enhancing Your Reading Experience

- Adjustable Fonts and Text Sizes of Cover Letter This Week Sign In
- Highlighting and Note-Taking Cover Letter This Week Sign In
- Interactive Elements Cover Letter This Week Sign In

8. Staying Engaged with Cover Letter This Week Sign In

- Joining Online Reading Communities
- Participating in Virtual Book Clubs
- Following Authors and Publishers Cover Letter This Week Sign In

9. Balancing eBooks and Physical Books Cover Letter This Week Sign In

- Benefits of a Digital Library
- Creating a Diverse Reading Collection Cover Letter This Week Sign In

10. Overcoming Reading Challenges

- Dealing with Digital Eye Strain
- Minimizing Distractions
- Managing Screen Time

11. Cultivating a Reading Routine Cover Letter This Week Sign In

- Setting Reading Goals Cover Letter This Week Sign In
- Carving Out Dedicated Reading Time

12. Sourcing Reliable Information of Cover Letter This Week Sign In

- Fact-Checking eBook Content of Cover Letter This Week Sign In
- Distinguishing Credible Sources

13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development

---

- Exploring Educational eBooks
- 14. Embracing eBook Trends
  - Integration of Multimedia Elements
  - Interactive and Gamified eBooks

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