

# INTRODUCTION LETTER FOR JOB APPLICATION

May 27, 20...

Bob Brown

HR

Online Jobs Inc.

200 Online Avenue

Jobs City, CA 20000

Dear Mr. Brown

My name is Will Smith, with great enthusiasm I'm writing this letter to introduce myself to you and your company and declare that I'm interested to join your team.

I used to work at ABC Agency as an Online Marketing Specialist, ABC is closing its business and would love to apply my current talents to your company. Throughout my time as an Online Marketing Specialist, my comprehensive knowledge of online marketing tools and methods was prominent. My extensive knowledge of copywriting contributed to a 63% increase in conversion rates for ABC Agency merchandise.

I learned through your website that your firm does this type of work, and I'd like to learn more about your experience in this industry. I'd like to set up an interview with you, and I'd be delighted to do so.

Please find my resume attached for your consideration. Please let me know if you really have an opportunity for a short discussion. You can reach me via phone or email (w.smith@email.com) (198-100-2000). I eagerly await your response.

Thank You

Will Smith