September 24, 2019

Sender’s Address

SandyCop

300 E Big Beaver Rd # 300,

Troy, MI 48083,

United States.

Respected Recruiting Manager;

Two days ago, I found out that SandyCorp has offered different positions. Among those, the position of product writer caught my eye. I read about this position on your LinkedIn profile. This position requires well structured, attractive and creative content. The content will further be used for marketing purposes on website. This position requires a high level of grammar knowledge, creative writing skills and an excellent understanding of punctuation. I will be a perfect fit for this job as I have good knowledge of MS Office and different writing tools which will help me in succeeding this job.

I believe that my strengths are very much aligned with the requirements. I am very adaptable and can write a description of any product with proper research. I have strong research and organizational skills which I believe help me stand out from the competition. I have good communications skills which is a necessary requirement for this job. I have very detailed knowledge of different writing styles and formats e.g. APA, MLA, Harvard, Chicago, etc. I possess detailed knowledge of MS Word, PowerPoint and Excel. I am very proficient in MS Office as I have been doing freelance projects for the past two years. I read in the requirements that having good knowledge of SEO is also necessary. My online course on SEO also qualifies me for this position. Since SandyCorp deals in the automotive industry, my love for cars was also one of the reasons I was drawn towards this organization. Being an automotive enthusiast myself I know what our ideal customers are and how specifically to write for them. For your better understanding of my skills and knowledge, I am attaching a sample document that I especially wrote for this job.

To set up an appointment or interview to further discuss your specific needs and requirements please contact me at 123456789 or email me at [abcdef@gmail.com](mailto:abcdef@gmail.com). Since I have a good knowledge of your busy schedule I will give you a call on the contact number provided on LinkedIn if I haven’t heard from you.

Best regards,

Signature  
Writer’s Name