

# Your Name

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Your City, ST 12345  
(123) 456-7890  
[no\\_reply@example.com](mailto:no_reply@example.com)

September 04, 20XX

**Kathleen Muller,**  
Hiring Manager,  
Nashville,  
AL 37238.

Regarding: Application for the position of Content Writer

Dear Ms. Kathleen,

In need of a pro content writer? I came across the newspaper advertisement indicating vacancy for a writer at your company and I am excited to tell you that I am ready to take the challenge. I have attached my resume and a few sample writings for you to review my writing skills. I have a Bachelor's Degree in English and a solid background in content writing as I have been a freelance writer for more than 5 years.

My greatest skills are communication skills and proofreading skills. So it will always be helpful to make an error free content. I never write without knowing the topic at hand. I always do research on the specific topic I get and try to find the target audience and I write accordingly. That is the key success factor of my tremendous content writing. You will be able to see them via the samples I provided to you here with.

Due to the knowledge of writing SEO friendly and user friendly original contents, I feel like I am the one who deserves this content writer position at Digitech Solutions. In my leisure time I used to read books, newspaper articles and online blog posts which always assist me with improving my english knowledge and vocabulary. I invite you to have a look at my resume to get a thorough insight of me. I will be available for a convenient meeting at any time to discuss more about this opportunity and there I will tell you my strategies of finding keywords for my articles which will benefit for the company's SEO profile as well.

Thank you for your consideration.

Sincerely,

Your Name