

[Your name]

[City] · [Phone] · [Email] · [LinkedIn or website URL]

[Date]

[Hiring manager's name]

[Job title]

[Company name]

[Address, if sending a formal letter]

Dear [Hiring manager's name],

I am writing to apply for the position of [Role] at [Company name], which I found on your careers page. I have five years' experience in digital marketing for consumer brands, with a focus on performance campaigns and analytics, and I would be glad to bring that experience to your team in São Paulo.

In my current role I manage paid media and email campaigns for an online retailer. I restructured our campaign reporting so that marketing and sales could see results in one place, and I worked with the content team to test new landing pages, which improved conversion on our main product lines. Your advert highlights experience with data-driven campaigns and close work with sales, and both describe my daily work.

I am interested in [Company name] because of your growth in new regions of Brazil and your focus on customer experience. My Portuguese is fluent, my English is advanced, and I am available to start after a thirty-day notice period. As requested, my salary expectation is included in the application form.

My CV is attached as a PDF. Thank you for your time, and I would be happy to talk further.

Kind regards,

[Your name]