|  |
| --- |
| LACHLAN NGUYEN |
| Lachlan Nguyen | Sydney 2001 | l.nguyen@example.com | XXXX XXX XXX |

This document is intended for inspiration and guidance only. Tailor it to highlight your unique skills and experiences that align with the role you’re applying for – don’t copy directly**.** It is based on a **fictional persona** – any similarity to an actual person is coincidental and unintended.

12 December 2023

**C/O Hiring Manager, Junior Marketing Assistant vacancy**

I hope this letter finds you well. My name is Lachlan, and I’m writing to express my enthusiasm for the Junior Marketing Assistant role to promote health and wellbeing.

As a recent high school graduate with a keen interest in communication and digital media, I’m excited about the opportunity to start my career in a dynamic and creative environment focused on wellness brands. I’m particularly attracted to this position because of its focus on developing content and coordinating PR activities and events, areas where I believe I can make a significant contribution. I’m eager to bring my skills and enthusiasm to your team and help build the success of your brands, as we share a passion for sport and wellness.

My previous experience as a Certified Hockey Referee, and before that as a Customer Service Representative at Hoyts Cinema, has honed my ability to communicate effectively and successfully multitask. I am adaptable and good at managing multiple priorities.

As a hockey referee, I must be aware of everything occurring on the field and make decisions quickly, while maintaining my composure under pressure. Likewise at Hoyts, I was required to change contexts quickly from serving snacks to checking tickets and cleaning up after a session. I believe this experience would be an asset to your team when organising promotional events and assisting in the fast-paced environment of social media.

I have a solid technical foundation in digital tools, including MS Office, basic Adobe Photoshop, and a good understanding of HTML and CSS, which I have developed through my experience as a volunteer social media coordinator at Sydney Local Hockey Association. I am confident my skills in creating engaging images and text for social and websites would be an asset for your brand and support the coordination of your marketing campaigns.

My involvement in sports, through my relationship with Sydney Local Hockey Association, has taught me the value of teamwork and I would bring this collaborative mindset to your workplace. My public speaking experience from the Sydney Boys High School debating team means that I’m confident engaging with a diverse range of audiences and stakeholders.

I look forward to meeting with you to further discuss the possibility of contributing to your team and learning from the best in the industry. If you have any questions, please let me know.

Sincerely,  
Lachlan Nguyen