

## **Mia Nguyen**

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[Date]

The Hiring Manager  
XXXX Company  
Melbourne, VIC

Dear Hiring Manager,

I am excited to apply for the Marketing Coordinator role at XXXX Company. I recently completed a Bachelor of Business majoring in Marketing, and I am keen to bring both my study and hands-on experience to a team where I can keep learning and contribute from the start.

During a marketing internship I supported social media scheduling, helped prepare campaign reports and followed up on action items from client meetings. Alongside my degree, several years of casual retail work have taught me to communicate clearly, stay organised and work well under pressure. I am confident with Microsoft Office and Google Workspace, and I pick up new tools quickly.

I would welcome the chance to discuss how I can support your marketing team. My resume is attached with further detail, and I am available for an interview whenever suits you. Thank you for considering my application.

Kind regards,

**Mia Nguyen**