To,

[Name of Recipient]

[Designation of Recipient]

[Organization Name]

Date:

**Subject: Director’s Job Application Letter**

Dear Sir/Madam,

This letter is to express my interest in the job position of Marketing Director in your company, [Name of the Company]. Mr. / Mrs. [name of the Referee], the Operations Manager of your business is a formal colleague of mine and he/she suggested to me that my skills and expertise could be a perfect match for the job.

In your job description, you mentioned that the person applying for the job must have at least 3 years of experience in marketing management. I have been working as the senior marketing manager of [name of Your Current Employer/Company] for the past 4 years. Let me tell you that if you are looking for a person that can market your products and make them visible to the large potential targeted audience, then I can proudly say that I am the one who is fit for this job.

It will be my pleasure to be a part of a well-reputed and esteemed organization such as yours. I would love to seek this opportunity to show you my skills and play my part in generating more business for the organization.

Please find attached with this letter my official resume so as to know the details of my educational as well as professional career. Feel free to contact me for any further details and queries.

Looking forward to a positive reply.

Sincerely,

[Sender Name]

[Sender Signature]

[Sender Contact Details]