

Ananya Das

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March 30, 2026 Sanjay Mukhopadhyay Director, Human Resources

Elite Glow Cosmetics Pvt. Ltd.

Sector V, Salt Lake, Kolkata - 700091

Subject: Application for the position of Social Media Marketing Manager

Dear Mr. Mukhopadhyay,

I am writing to you today to apply for the open position of Social Media Marketing Manager. My colleague, Ms. Priya Sharma, informed me about the job opening and has offered to provide a letter of reference.

I hold a Bachelor's degree in **Mass Communication and Digital Media** from the **University of Calcutta** and have three years of experience as a Social Media Assistant at **Glamour Box India**. During my tenure at Glamour Box, I have mastered the strategic use of all major social media platforms, including Facebook, Instagram, and X (formerly Twitter).

For the past year, I have been responsible for managing the Glamour Box Instagram account. Since I joined the team, our organic engagement numbers have increased by **35%**.

Additionally, I thrive in collaborative environments and am ready to transition into a management role within your organization. I enjoy tackling new challenges and am confident that I can help elevate your brand's social media presence to the next level.

Thank you for your time and for considering my application. I have attached my resume and will follow up with an email next week to see if I can provide any further information.

Sincerely,

Ananya Das