[Date]

[Company name]

[Company Address]

Dear [Mr. / Ms.] [Name],

I would like to express my interest in the Marketing Assistant position on ●● agency’s website. I am a native Japanese speaker with a Marketing background. As your company is expanding its business in Japan, I would be an ideal candidate for the position. I am sure my marketing experience in Japan will be the strength at [Company name].

I have 3 years of experience in this sector. In my previous Marketing Assistant, I supported a senior marketing manager and gained a lot of skills for technical skills (SEO, SAP, Salesforce), market research, marketing campaigns, and brand management services.

For example, I was responsible for a new campaign on social media. I analyzed our customer’s data by SAP and asset targets. As a result, I achieved to get 20% higher new customer than the previous campaign.

I am delighted to have the opportunity to work with great professionals at [Company name].

Thank you for your time to consider my candidacy for this position. I look forward to hearing from you soon.

Sincerely,

[Name]

[Your phone number]

[Your Email address]