

SAMPLE COVER LETTERS FOR ONLINE WORK.

1. Upwork Cover Letter for SEO (Search Engine Optimization)

Dear Hiring Manager/Hello

I've carefully gone through your job posting on "Job title here". I'm an expert Search Engine Optimizer with more than 2 years experiences of both "On-Page" and "Off -Page" SEO. I am very much interested in your project with all of your requirements.

Recently I have successfully completed a SEO project on "A project name" both on-page and Off-page SEO, Full white hat Complying with Google Panda and Penguin Updates.

For more on my skill and successfully finished jobs, please have a look on my Profile, Portfolio, Work history and Feedback. You can see my official site also "Your site link" (If you have not any site, please delete this line)

I am always available on Email and Skype. Please have a voice or video chat if necessary. I will be available more than 60 hours per week and able to start your project as soon as possible according to you.

Thank you for your consideration

Best Regards

Your Name

2. Upwork Cover Letter for Article/Blog/Content Writing

Hello

I have got your job posting on “Job Title” and I am very much interested to work in your project. I am a pro blogger and content provider with more than 3 years working experiences of blog writing, Posting and SEO. So, I think you’ll find, I have the skills you’re looking for.

For more on my skill and successfully finished jobs, please have a look on my Profile, Portfolio, Work history and Feedbacks. Normally, I can write and post a blog content with graphics and all the SEO supplements within two hours.

I am always available on Email and Skype. Please have a voice or video chat if necessary. I will be available more than 60 hours per week and able to start your project as soon as possible according to you.

Thank you for your consideration,
Best Regards,
Your Name

3. Upwork Cover Letter for Blog/Article Posting

Hello

I have got your job posting “Job Title” and I am very much interested to work in your project. I am a pro blogger and have more than 6 year’s experiences of blog writing, Posting and SEO. So, I think you’ll find, I have the skills you’re looking for.

For more on my skill and successfully finished jobs, please have a look on my Profile, Portfolio, Work history and Feedbacks. Normally, I can write and post a blog content with graphics and all the SEO supplements within two hours.

I am always available on Email and Skype. Please have a voice or video chat if necessary. I will be available more than 60 hours per week and able to start your project as soon as possible according to you.

Thank you for your consideration,
Best Regards,

Your Name

4. Upwork Cover Letter for SMM (Social Media Marketing)

Dear Hiring Manager,

I've carefully gone through your job posting on "". I'm an expert Social Media Marketer with full internet marketing techniques. I have more than 6 years working experiences in SMM, IM, SEM, SEO, Affiliation, etc. I am very much interested in your project with all of your requirements.

Recently I have successfully completed many of SMM, IM, EM, etc. For more on my skill and successfully finished jobs, please have a look on my Profile, Portfolio, Work history and Feedbacks. You can see my official site also

I am always available on Email and Skype. Please have a voice or video chat if necessary. I will be available more than 60 hours per week and able to start your project as soon as possible according to you.

Thank you for your consideration,

Best Regards,

Your Name

5. Upwork Cover Letter for Youtube Channel Optimization/SEO

Hello

I've carefully gone through your job posting on "Job Title". I'm an expert Youtube Channel Optimizer with more than 6 years experiences of both "On Channel" and "Off Channel" Optimization and SEO. I am very much interested in your project with all of your requirements.

Recently I have successfully completed two jobs on YouTube channel optimization,

For more on my skill and successfully finished jobs, please have a look on my Profile, Portfolio, Work history and Feedbacks. You can see my official site also

I am always available on Email and Skype. Please have a voice or video chat if necessary. I will be available more than 60 hours per week and able to start your project as soon as possible according to you.

Thank you for your consideration,

Regards

Your Name

6. Upwork Cover Letter for Graphics Design/Logo/Banner

Hello

I am Your Name. I have completed my Diploma in Graphics Design and Text Illusion from Any University Name or Training Company Name. For the past few years I have designed many logos, banners, 3D textures, Auto Cad, Cartoons etc. Some samples have been posted in my portfolio area and my work history area. Please have a look to measure my quality.

From your job description area, I have come to know that you need a unique design for your new/existing company. Actually graphics is the soul of a website and permanent branding of a company. I can strongly assure you that I will be able to provide you according to your desire.

You will find so many so called designers in the web who even do not know the color combination and structure. I do not want you to be cheated by them. You are in a right place and person. Hopefully I will be hired in this project. I am highly experienced in

Adobe Photoshop, 2. Adobe Illustrator, 3. Adobe Flash, 4. InDesign, 5. Corel Draw, 6. Text Design Pro

I am waiting for your response. I am able to use all types of communication methods and able to maintain your time schedule during the project is on.

Regards:

Your Name

7. Upwork Cover Letter for VA / Virtual Assistant

Dear hiring manager

I have got your job posting on Virtual Assistant Project. According to your job description you need a fast one for helping you in your tasks. And yes you have mentioned about your time. For your kind information I want to let you know that I have been working with these types of works for more than five years without any single time schedule problem.

I am fully expert in web research, extracting email, data mining, Google, Bing, Yahoo, MS Office (Full), Google Docs, Google Document, Google Spreadsheet, Ad words, Analytics,

Webmaster, SEO, SMM, EM, SEM, PR, B2B Marketing, Lead Generation, Directory and other related programs.

I can assure you that I will be able to assist you in your task in time with quality work. I have already completed so many projects. Please have a look on my portfolio and profile. I have listed many successful projects in my work history area.

I am waiting to be hired in this project to show my skills.

Regards
Your Name

8. Upwork Cover Letter for Web Research / Data Mining / Extraction

Dear hiring manager

I have got your job posting on Data Entry Project. According to your job description you need a fast worker for your data mining and web research. For your kind information I want to let you know that I have been working with these types of works for more than five years.

I am fully expert in web research, extracting email, data mining, Google, Bing, Yahoo, MS Office (Full), Google Docs, Google Document, Google Spreadsheet, Ad words, Analytics, Webmaster, SEO, SMM, EM, SEM, PR, B2B Marketing, Lead Generation, Directory and other related programs.

I can assure you that I will be able to submit your task in time with quality work. I have already completed so many projects. Please have a look on my portfolio and profile. I have listed many successful projects in my work history area.

I am waiting to be hired in this project to show my skills.

Regards
Your Name

9. Upwork Cover Letter for SMM (Social Media Marketing)

Hello

I have got your job posting for SMM. According to your job description, I have come to know that you are searching for an expert one. Now-a-days very few people can be found who do not use social media. Social media is the second need of the online people. If one organization can capture a large number of some traffic, success can easily come to the

owner. SEM and SEO are a gradual process which results slowly, rather SMM is an instant process which results faster.

Recently I have successfully completed so many SMM projects. For more information will you please visit my work history. Success is my main aim. I gain success by hook or by crook. And I have a strong belief that I will be able to satisfy you in this project. Hope I will be hired.

I am always available on Email and Skype. I will be available more than 60 hours per week and able to start your project as soon as possible according to you.

Thank you for your consideration

Best Regards

Your Name

10. Upwork Cover Letter for Data Entry

Hello

Thank you very much for your job posting. I have got your job posting on "Data Entry". Thorough your job description, I have come to know that you need a professional data entry expert. You have mentioned that you need the quick result in your day to day tasks. Also you have mentioned your time schedule in there. I have fully gone through your whole job posting.

I want to offer myself as a candidate for this job because I have the required skills that you are looking for. I have been working with data entry, data importing, exporting and data mining for more than 3 years. I have been working for a local NGO here. My typing speed is satisfactory and I know all types of data entry on internet. Also I am interested in your time schedule that you have mentioned. I have no problem with any internal and external facts.

I also request to visit my profile and work history. Also please see my work history areas. I am very much interested in this job and I believe I would be the best one for this project. Please consider my appeal and grant me for your project.

I am always available on Email and Skype. I will be available more than 60 hours per week and able to start your project as soon as possible according to you.

Thank you for your consideration

Best Regards

Your Name