

Name  
Title  
Company  
Address  
City, State, Zip Code

Date

Dear Mr./Ms. LastName,

I am writing to apply for the position of Media Relations Manager. ABCD is a fast-moving global institution and an outstanding communications pioneer, now poised to guide the direction of print journalism.

As a recent graduate of Sul Ross State University with experience in finance, administration and media, I bring the energy and commitment to excellence necessary to thrive in ABCD's innovative environment. In my current work as the Media Relations Coordinator of the XYZ company, I am a practiced business liaison and an able administrator. These strengths, combined with deep and varied employment and internship experience as a journalist and media consultant with FGH and LMD, prepare me to make a strong and immediate impact at ABCD.

I am excited about the opportunity to join the ABCD team as it moves to the center of the print media conversation. I look forward to meeting with you, and can be reached at my cell number (322)555-5555. Thank you for your time and consideration.

Sincerely,

*Your Signature*

Your Typed Name