**ENTRY LEVEL COVER LETTER**

Subject: Nanette Applicant

Dear Ms. Talen,

For the past ten years, I have followed your career through news events, interviews, and web research.

Your dedication to the media and your understanding of the important role journalists play in today's fast-paced information highway, coupled with your belief in the power of the press, is exemplary.

I have had the privilege of honing my journalistic abilities on three widely different publications. When I left college, I immediately went to work for the typical small-town newspaper and learned all aspects of getting the paper to the people in a timely manner. I then moved to become Regional Manager for a media corporation composed of small- to mid-sized newspapers in the Midwest. In my current position, I am Chief Correspondent for one of the largest newspapers in the Southwest.

I would like an opportunity to visit with you to get your insight and suggestions on where my skills and abilities would be of the greatest value to the ABD Company, and to inquire about possible job openings with the company.

I look forward to hearing from you. Thank you for your consideration.

Sincerely,

Nanette Applicant

nanette.applicant@email.com

555-555-5555