Your Name  
Address  
City, State Zip Code  
Phone Number  
Email

Date

Name  
Title  
Company  
Address  
City, State Zip Code

Dear Mr./Ms. LastName,

I am writing to apply for the position of Media Relations Assistant Manager, which I saw advertised on MediaJobs.com. ABCD is a fast-moving global institution and an outstanding communications pioneer, now poised to guide the direction of print journalism. I believe that my extensive experience in media makes me an ideal candidate for this position at your company.

As a recent graduate of the State University, I have a significant background in media. As a media major, I held multiple internships, including Media Relations Coordinator Intern at XYZ Company. I also served as president of the Media and Marketing Club at school. We successfully developed and pitched an advertisement campaign for a local nonprofit, which helped increase donations to the nonprofit by 22 percent.

You state in your job listing that you are looking for someone with strong writing skills and an attention to detail. Throughout all four years of college, I worked part-time as a copy editor for an online journal. This job required great attention to detail in writing and editing. I would love to bring my editing skills to a position with your company.

These strengths, combined with deep and varied academic, internship, and employment experience, have prepared 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. Thank you for your time and consideration.

Sincerely,

Your Signature (hard copy letter)

Your Typed Name