

First Name Last Name

101South Main Street ▪ Marshall, MN 56258 ▪ firstname.lastname@gmail.com ▪ 507-111-1111

Month, Day, Year

Mary Jane
Human Resources Director
ABC Company
1111 Any Street
Marshall, MN 56258

Dear Mary Jane:

I am writing to apply for the position of Media Relations Specialist. ABC is a fast-moving global company and an outstanding communications leader influencing many aspects of print journalism.

As a recent graduate of Southwest Minnesota State University with significant experience in finance, business and communications, I bring the energy and commitment to excellence necessary to thrive in ABC's innovative environment. As the current Media Relations Coordinator of the XYZ Company, I am a practiced business liaison. These strengths, combined with my employment and internship experience as a journalist and media consultant, prepare me to make a strong and immediate impact at ABC.

I am excited about the opportunity to join the ABC team. I would welcome the opportunity to further discuss my qualifications with you and how I might be of benefit to your company. I can be reached at 507-111-1111 or by email at firstname.lastname@gmail.com. I look forward to your response. Thank you.

Sincerely,

(Sign your name here)

FirstName LastName