Your Contact Information

Address
City, State, Zip Code
Phone Number
Cell Phone Number
Email

Employer Contact Information

Name Title Company Address City, State, Zip Code

Date

Dear Mr. /Ms. Last Name,

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 the State University with significant experience in finance, administration and media, I bring the energy and commitment to excellence necessary to thrive in ABCD's innovative environment.

As the current 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.

Attached you will find a copy of my resume for additional details pertaining to my background. 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, I look forward to hearing from you soon.

Sincerely,

Your Signature

Your Typed Name

www.jobsearch.about.com/od/coverlettersamples/a/recentgrad.htm