

# MY NAME

Address | Phone | Email | [LinkedIn](#)

Dear Hiring Manager,

This letter is to express my utmost interest in discussing the \_\_\_ position advertised on \_\_\_\_\_. My resume is attached. Because my background and skills align well with this exciting position, I am confident that I would be an asset to \_\_\_\_\_.

Outstanding writing, editing and verbal communication skills have been part and parcel to my career thus far. I am highly proficient with Microsoft Office programs like Word, Excel and PowerPoint, and I am adept at handling multiple projects simultaneously in fast-paced environments.

Moreover, my professional experience in journalism would help me effectively identify media opportunities for \_\_\_ clients and effectively pitch story ideas to members of the media.

In my current position of \_\_\_ at \_\_\_\_\_, the quality of my work has been consistently recognized. One piece that I wrote about \_\_\_\_\_ was referenced by The New York Times. And my in-depth coverage has won three \_\_\_\_\_ awards.

Much of my career has entailed working with city and state government officials, members of Congress and major PR firms. Reporting about community issues has been central to my position.

On a personal level, I really admire \_\_\_ and the exceptional service it provides clients with. [A few sentences about some initiative or campaign the employer company successfully carried out and why I think it was really good.]

Please email or call me if you have any questions. Thank you for your consideration. I look forward to hearing from you.

Sincerely,

My Name