

James Brown

238 Broadway

New York

NY

United States

To

The HR Manager

XYZ Company

354 F 63rd Street

New York

NY 10022

United States

Subject- Cover letter for the position of Media Assistant

Dear

As I find the information concerning the posting of media assistant on the job portal of [job portal name], I find myself highly capable of this job. You will find the enclosed resume with this application letter, and I am sure that you will definitely select me.

I am highly organized, disciplined and passionate about my work as a media person and find myself growing in the field of media and occupying the highest position as a director or project manager.

From the very beginning, I had been passionate about studying English literature and also learning French and Spanish. Because I love to communicate with people from various religious sects and ethnic backgrounds, and I have been resourceful in submitting information related to [topic name] to [first company name], who specializes in making documentaries.

I had studied Bachelor of Arts with honors in English from [university name], and I had been the topper. I also pursued post-graduation in journalism from [institute name] because I actually wanted to become a columnist.

I had written news stories for [name of second company] which actually got published through their newspaper. The name of the newspaper is [name]. I have all the cutouts of my written journals in the company's newspaper and magazine.

In my last company, where I am working right now, I am actually responsible for coordinating with celebrities of various professions, fixing appointments, and scheduling interviews with our seniors.

I have also proved with my advisory skills in [name of current company] how to enhance the quality of marketing campaigns to gain viewers and readers.

I am ready to go ahead with face to face discussion with an entire team of [name of company] regarding my experience and skills as a media assistant. You can assess me in written and verbal ways.

I am really obliged for taking your precious time to read this official letter.

Thanking You,

Sincerely,

From

James Brown

[Handwriting signature]

[Mention the contact details]

[Mention here, if there is any post note to be given]