

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 Officer

Dear

I desire to work in the position of media officer in [name of company]. I have the skills and qualifications along with experience of [timespan] years in different companies to prove myself.

In fact, I am ready to appear for the interview. You can assess me accordingly. I have seen the advertisement for the position of media officer on your website's vacancy page and so I am writing this application to justify my potential as a media officer.

I promise to meet the commitments of your company as a media officer. I had completed my graduation in the field of journalism from [university name] in the year.

I have also done certification in computer applications and software at [computer institute name].

I had got the opportunity to start my career as an intern at [name of first company] and over there I was able to develop my PR skills under the guidance of [name of person]. It was during my final year of graduation and after that, I started working as a media coordinator for [timespan] years in the same years.I had succeeded in

expanding the business of the company with my unique planning and strategies to work with the media platforms to promote [name of first company].

After that, I joined [name of second company], it is the sister concern of [name of first company], I was able to impress the employer with my unique PR skills and also build contacts with popular broadcasting channels which are [name of broadcasting channels].

Right now, I am working at [name of current company] as a media officer. The purpose of applying in your company is because [name of current company] is shifting to far away location in [name of city]. For me, it would not be convenient to travel to such a distant location and work.

I am sure of my progress in [name of company] as a media officer.

Thanking You,

Sincerely,

From

James Brown

[Handwriting signature]

[Mention the contact details]

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