

## Cover Letter Template for Job Application

[Your Street Address]  
[City, State Area Code]  
[Today's Date]

[Full Name of Recipient]  
[Position in Organization]  
[Organization's Name]  
[Organization's Address]

Dear Mr./Ms. [Last Name]:

My name is [Your name] and I am a recent college graduate from Regis College with a degree in Communications and Public Health. I am contacting you in response to the Communications Associate position listed on Simply Hired (reference exact job number). Attached is my resume for your review.

As the attached resume indicates, I recently completed an internship at [Organization name] where I was responsible for creating and maintaining their presence on several social media platforms (Facebook, Twitter, and Instagram) as well as creating weekly blogs on current events. The blogs required that I keep myself updated on the industry, create the ideas for topics, present them to management and then write the content. The blogs can be reviewed here: (link).

If selected for this position, I know I will bring my communication skills, enthusiasm and work ethic to help move your Organization forward.

I will plan to contact you on [day, date] (in 7 days) to see if we can have a conversation about the opportunity. In the interim, I can be reached at the contact information listed below.  
Thank you for your consideration.

Best,

[Full Name]  
Cellphone number  
Email address