Gabby Gabs

 Address

 631-111-1111

 media@gmail.com

April 7th, 2025

To Whom it May Concern (Insert HR Professional);

Hello, my name is **insert name** and I am a year graduate from **insert college**. I have obtained my degree in **major.** I can assure you, I have a wide range of experience when it comes to all things **industry**.

With a background in industry I have learned effective ways to communicate to a vast audience. 2-3 sentences on your experience and where you are currently working if applicable. Here is a sample below on what you can write.

**I found my interest in journalism at a very young age, writing in my school's newspapers, and hosting my own radio shows at 16 years old. From there I caught a bug for reporting. In my college years, I obtained three internships with a variety of media companies, including Connoisseur Media Long Island to Sirius XM.**

I am excited to learn more about the role and how I might be of use to your team.

2-3 sentences of you thanking them for reading and basically asking for the interview. Here is a sample below on what you can write**.**

**My confidence in my abilities and skills will make an impactful contribution to the company name community. My resume is attached for your review. I look forward to hearing from you, thank you for your time.**

Sincerely,

Gabby Gabs

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