

February 4, 2003

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Ms. Xxxx XXXXXXXX

ESPN

ESPN Plaza

Bristol, CT 06010

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Dear Ms. XXXXXXXX:

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This letter serves as my official application for **Manager of Communications**. I believe my knowledge, skills, and abilities are exactly what you seek from the applicant to fill this role.

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My knowledge of communications management is extensive as I have spent the last six years working with the Fellowship of Christian Athletes, a non-profit organization. I gained valuable knowledge in all areas of communication through classes such as Media Writing I, II, and III, Principles of Broadcast Media, and Multimedia. My abilities include supporting team members, generating publicity, writing press releases, and using all forms of media to manage projects and plan events. These abilities uniquely position me to manage communications effectively for your organization. Also, as a four year leader in the Texas A&M University Chapter of the Fellowship of Christian Athletes, I am experienced in teamwork and achieving goals in sports-related fields.

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Additional information regarding my knowledge, skills, and abilities and how they match this job position may be found in my attached resumé. I look forward to hearing from you soon. I may be reached at (979) XXX-XXXX.

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Sincerely,

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Xxxx X. XXXXXXXX

Street Address

City, State Zip

Email address

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Enclosure