

[Your Full Name]

[Your Phone Number]

[Your Email Address]

[Your LinkedIn Profile URL]

[Date]

[Hiring Manager Name]

[Title]

[Company Name]

[Company Address]

Dear [Hiring Manager Name or "Corporate Communications Team"],

I am writing to express my interest in the [Job Title] position at [Company Name]. I was encouraged to apply for this role by [Referral Name], who currently serves as [Referral's Title] at your organization and spoke highly of your team's strategic approach to [specific project or company value].

With my background in [Number] years of experience in corporate communications and public relations, I have developed a specialized skill set in [Key Skill 1, e.g., crisis management], [Key Skill 2, e.g., internal stakeholder engagement], and [Key Skill 3, e.g., multi-channel content strategy]. At [Previous Company], I successfully managed [Brief mention of a major achievement or campaign], which resulted in [Quantifiable result].

My experience aligning brand messaging with corporate objectives aligns perfectly with the goals outlined for this role. I am particularly impressed by [Company Name]'s recent [mention a specific news item, initiative, or report], and I am eager to contribute my expertise in [specific area] to further enhance your corporate narrative.

I have attached my resume for your review and welcome the opportunity to discuss how my communication strategies can support [Company Name]'s growth. Thank you for your time and consideration.

Best regards,

[Your Name]