

[Your Full Name]
[Your Phone Number]
[Your Email Address]
[Your LinkedIn Profile URL]

[Date]

[Hiring Manager Name]
[Company Name]
[Company Address]

Dear [Hiring Manager Name],

I am writing to express my interest in the [Job Title] position at [Company Name]. I was recently speaking with [Referral Name], [Referral's Job Title or Relationship to Company], who suggested I reach out to you regarding this opportunity given my background in communications and my passion for [Specific Industry/Niche].

As a recent graduate with a degree in [Degree Name], I have developed a strong foundation in strategic storytelling, media relations, and digital content creation. During my internship at [Previous Organization], I successfully [mention a specific achievement, e.g., assisted in managing a press launch or increased social engagement by X%], which solidified my ability to handle fast-paced PR environments.

I have long admired [Company Name]'s approach to [mention a specific campaign or company value], and I am eager to bring my creative energy and detail-oriented mindset to your team. I am confident that my ability to craft compelling narratives and build meaningful media relationships will contribute to the continued success of your firm.

Thank you for your time and for considering my application. I have attached my resume and portfolio for your review and look forward to the possibility of discussing how my skills align with the goals of [Company Name].

Sincerely,

[Your Full Name]