

[Your Full Name]
[Your Title/Company]
[Your Email Address]
[Your Phone Number]
[Date]

[Recipient Name]
[Hiring Manager/Partner Title]
[PR Agency Name]
[Agency Address]

Re: Referral from [Name of Referring Professional]

Dear [Recipient Name],

I am writing to express my interest in joining the team at [PR Agency Name], as suggested by [Referring Person's Name], who spoke highly of your agency's recent work with [Client Name or Industry]. Having followed your firm's successful [Campaign Name] and your reputation for excellence in [Specific Niche, e.g., Crisis Management or Tech PR], I am confident that my background aligns with your agency's standards.

Currently, as a [Current Job Title] at [Current Company], I have developed a strong track record in [Key Skill 1], [Key Skill 2], and [Key Skill 3]. My recent accomplishments include:

- [Briefly describe a successful pitch or placement]
- [Mention a metric: e.g., increased media mentions by X% or managed X client accounts]
- [Mention a specific skill: e.g., developing social media strategy or coordinating large-scale events]

What draws me to [PR Agency Name] specifically is your commitment to [mention a specific agency value or recent project]. I am eager to bring my network of media contacts and my passion for storytelling to your existing client roster.

I have attached my resume and a brief portfolio for your review. I would welcome the opportunity to discuss how my experience can contribute to the continued success of [PR Agency Name]. Thank you for your time and for the consideration.

Sincerely,

[Your Signature]
[Your Printed Name]