

[Your Full Name]

[Your Phone Number]

[Your Email Address]

[Your Portfolio/LinkedIn URL]

[Date]

[Hiring Manager Name]

[Job Title]

[Company Name]

[Company Address]

Dear [Hiring Manager Name],

I am writing to express my interest in the Publicity Coordinator position at [Company Name]. I was encouraged to apply for this role by [Referral Name], who spoke highly of your team's upcoming campaigns and the collaborative culture within the communications department.

With a background in [mention specific field, e.g., entertainment PR/corporate communications], I have developed a strong foundation in media relations, press kit development, and event coordination. In my previous role at [Previous Company], I successfully managed [mention a key achievement, e.g., a multi-city press tour or a social media engagement campaign] that resulted in a [X]% increase in brand mentions.

My ability to craft compelling narratives and maintain strong relationships with journalists aligns with the goals [Referral Name] mentioned regarding your current projects. I am particularly impressed by [Company Name]'s recent work on [Specific Campaign] and would welcome the opportunity to bring my organizational skills and creative approach to your team.

Thank you for your time and for considering my application. I look forward to the possibility of discussing how my experience as a Publicity Coordinator can contribute to the continued success of [Company Name].

Best regards,

[Your Full Name]