

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

[Date]

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

Dear [Hiring Manager Name],

I am writing to express my strong interest in the [Junior PR Coordinator] position at [Company Name]. Having spent [Number] years in the fast-paced food service industry, I have developed a unique mastery of high-pressure communication, brand representation, and relationship management-skills I am eager to pivot into a professional Public Relations career with your team.

In my previous role as [Latest Job Title] at [Establishment Name], I acted as the primary face of the brand for hundreds of clients daily. My background in food service has equipped me with specific competencies essential for PR, including:

- **Crisis Management:** Resolving immediate customer concerns with diplomacy to maintain a positive brand reputation.
- **Adaptability:** Thriving in a deadline-driven, rapidly changing environment while maintaining meticulous attention to detail.
- **Persuasive Communication:** Upselling products and storytelling to enhance the guest experience, similar to pitching media outlets.

I have long admired [Company Name]'s recent work on [Specific Campaign or Project], and I am confident that my work ethic and ability to connect with diverse audiences will make me an immediate asset to your communications department. I am highly organized and ready to apply my "front-of-house" mentality to coordinating media lists, drafting press releases, and supporting your senior account executives.

Thank you for your time and for considering how my transferable skills can contribute to the success of [Company Name]. I look forward to the possibility of discussing my application with you further.

Sincerely,

[Your Signature]

[Your Printed Name]