

[FULL NAME]

[Phone Number] | [Email Address] | [LinkedIn Profile URL]
[City, State, Zip Code]

[Date]

[Hiring Manager Name]
[Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Hiring Manager Name],

Re: Application for Director of Corporate Communications and Internal Marketing

[Opening Paragraph: State your interest in the position and provide a high-level summary of your years of experience in corporate communications. Mention why you are specifically drawn to [Company Name]'s mission and internal culture.]

[Body Paragraph 1: Detail your experience in developing strategic internal communication plans. Highlight your ability to align employee engagement with overarching brand objectives. Mention specific metrics or KPIs achieved in previous roles, such as improved employee retention or engagement scores.]

[Body Paragraph 2: Discuss your leadership style and experience managing cross-functional teams. Explain how you translate complex executive visions into actionable messaging for diverse global workforces. Mention your proficiency with communication technologies and internal marketing platforms.]

[Body Paragraph 3: Address how you handle change management and crisis communications within an organization. Reiterate your commitment to fostering a transparent and inclusive corporate environment.]

[Closing Paragraph: Express your desire for an interview to further discuss how your strategic approach to internal marketing can benefit [Company Name]. Thank them for their time and consideration.]

Sincerely,

[Your Signature]

[Your Printed Name]