

[Your Full Name]
[Your Phone Number]
[Your Email Address]
[LinkedIn Profile URL]
[Portfolio/Website URL]
[Date]

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

Dear [Hiring Manager Name],

Re: Application for Corporate Communications Editorial Content Writer

I am writing to express my interest in the Editorial Content Writer position at [Company Name]. With a background in [Number] years of developing high-impact corporate narratives and multi-channel content strategies, I am confident in my ability to enhance [Company Name]'s brand voice and internal/external messaging.

In my previous role at [Current/Previous Company], I was responsible for [Key Responsibility, e.g., managing the global employee newsletter or drafting executive thought leadership pieces]. During this time, I achieved [Specific Achievement, e.g., a 25% increase in intranet engagement or successfully launching a quarterly ESG report]. I specialize in translating complex business objectives into compelling stories that resonate with diverse stakeholder groups.

My expertise includes:

- Executive Ghostwriting and Thought Leadership
- Internal Communications and Employee Engagement
- Press Releases and Media Kits
- Digital Content Strategy and SEO Copywriting
- Cross-functional Collaboration and Stakeholder Management

I am particularly drawn to [Company Name] because of [Specific Reason, e.g., your recent sustainability initiatives or your reputation for industry innovation]. I am eager to bring my editorial precision and strategic mindset to your corporate communications team.

Thank you for your time and consideration. I look forward to the possibility of discussing how my editorial experience can contribute to the continued success of [Company Name].

Sincerely,

[Your Signature]

[Your Printed Name]