

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

[Date]

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

Dear [Hiring Manager Name],

I am writing to express my enthusiastic interest in the Associate Public Relations Coordinator position at [Company Name], as advertised on [Platform/Source]. With a background in [Your Major/Field] and hands-on experience in media relations and content creation, I am eager to contribute to the success of your communications team.

During my previous role/internship at [Previous Company], I developed a strong foundation in PR fundamentals. I successfully [mention a specific achievement, e.g., assisted in managing media lists, drafted press releases, or coordinated social media campaigns]. These experiences have honed my ability to craft compelling narratives and maintain professional relationships with key stakeholders and media outlets.

I am particularly drawn to [Company Name] because of your recent work on [mention a specific campaign or company value]. My proficiency in [mention technical skills, e.g., Cision, Canva, AP Style] combined with my proactive approach to problem-solving makes me a strong fit for the fast-paced environment of your PR department.

I am eager to bring my organizational skills and creative mindset to [Company Name]. Thank you for your time and consideration. I look forward to the possibility of discussing how my skills align with the needs of your team.

Sincerely,

[Your Name]