

**[Your Full Name]**

[Phone Number] | [Email Address]

[LinkedIn Profile URL] | [Portfolio/Website URL]

[City, State, Zip Code]

[Date]

[Hiring Manager Name]

[Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Hiring Manager Name],

I am writing to express my enthusiastic interest in the Digital Public Relations Coordinator position at [Company Name], as advertised on [Platform where you found the job]. With a strong background in [Your Key Skill, e.g., media relations/content strategy] and a passion for building brand authority in the digital landscape, I am eager to contribute to your team's continued success.

In my previous role at [Previous Company/Internship], I successfully [Action/Achievement, e.g., secured high-authority backlinks or managed influencer outreach programs] that resulted in a [Percentage/Metric]% increase in [Metric, e.g., organic traffic or brand mentions]. My experience in crafting compelling pitches, managing social media interactions, and utilizing SEO-driven PR strategies aligns perfectly with the goals of [Company Name].

I am particularly drawn to [Company Name] because of your recent [Specific Campaign or Company Value]. I am confident that my proficiency with tools like [Software/Tools, e.g., Cision, Muck Rack, or SEMrush] and my ability to foster relationships with digital journalists and influencers will make me a valuable asset to your communications department.

Thank you for your time and consideration. I look forward to the possibility of discussing how my digital PR expertise can support the growth of [Company Name].

Sincerely,

[Your Full Name]