

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

[Date]

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

Dear [Hiring Manager Name],

I am writing to express my interest in the Entry Level Communications Coordinator position at [Company Name], as advertised on [Platform]. As a recent [Your Degree] graduate with a passion for storytelling and brand consistency, I am eager to contribute my creative and organizational skills to your communications team.

During my time at [University Name/Internship], I developed a strong foundation in [Skill 1, e.g., social media management], [Skill 2, e.g., press release writing], and [Skill 3, e.g., content creation]. I successfully [Briefly describe a specific achievement, e.g., increased engagement by X% or coordinated a digital campaign], which allowed me to refine my ability to deliver clear, impactful messages to diverse audiences.

I am particularly drawn to [Company Name] because of your recent [Specific Campaign or Company Value]. I am confident that my proficiency in [Relevant Software/Tools] and my dedication to professional growth will allow me to provide immediate support to your internal and external communications efforts.

Thank you for your time and consideration. I look forward to the possibility of discussing how my background and enthusiasm align with the goals of [Company Name].

Sincerely,

[Your Signature (if sending by mail)]  
**[Your Typed Name]**