

**[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 interest in the Entry Level Media Relations Coordinator position at [Company Name], as advertised on [Platform]. As a recent graduate in [Your Major] with a strong foundation in [Skill 1] and [Skill 2], I am eager to contribute to your team's storytelling and brand visibility efforts.

During my time as a [Previous Internship/Role Title], I developed a keen eye for identifying newsworthy angles and building relationships with media contacts. Specifically, I [mention a specific achievement, e.g., assisted in drafting three press releases that led to coverage in local outlets]. These experiences have prepared me to manage press lists, coordinate media inquiries, and track coverage with high attention to detail.

I have long admired [Company Name]'s approach to [mention a specific campaign or company value]. I am confident that my ability to synthesize complex information into compelling narratives, combined with my proficiency in [Software/Tools, e.g., Cision, Muck Rack, or Canva], will allow me to hit the ground running and support your media relations goals.

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

Sincerely,

[Your Signature]  
[Your Printed Name]