

**[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 Public Relations Coordinator position at [Company Name], as advertised on [Source]. As a recent [Degree Name] graduate from [University Name] with a focus on [Major], I have developed a strong foundation in strategic communication, media relations, and digital storytelling that aligns with your team's current goals.

During my internship at [Previous Organization/Agency], I honed my ability to draft compelling press releases, curate media lists, and track coverage metrics. I successfully [mention a specific achievement, e.g., assisted in a campaign that secured 15 media placements or managed social media engagement for a brand launch]. These experiences have prepared me to handle the fast-paced demands of a PR environment while maintaining meticulous attention to detail.

I am particularly drawn to [Company Name] because of your recent work on [mention a specific campaign or company value]. My proficiency in [mention skills, e.g., AP Style writing, Canva, Cision, or social media analytics] allows me to contribute immediately to your media outreach and content creation efforts.

I look forward to the possibility of discussing how my background in [specific skill] and my passion for [industry/niche] can support the communication objectives at [Company Name]. Thank you for your time and consideration.

Sincerely,

[Your Signature]  
[Your Printed Name]