

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

[Date]

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

Dear [Hiring Manager Name],

I am writing to express my interest in the Junior Public Relations Coordinator position at [Company Name], as advertised on [Platform/Source]. With a degree in [Your Degree] and hands-on experience in [Specific PR Skill, e.g., media relations or content creation], I am eager to contribute to your team's strategic communication goals.

During my previous [Role/Internship] at [Previous Organization], I developed a strong foundation in the PR lifecycle. I successfully [Action/Achievement, e.g., drafted press releases or managed social media calendars] which resulted in [Quantifiable Result, e.g., a 20% increase in engagement or three media placements]. My ability to manage multiple projects under tight deadlines ensures that I can provide the high-level support your department requires.

I have long admired [Company Name]'s approach to [Specific Campaign or Company Value]. I am particularly skilled in media list management, pitching, and monitoring industry trends. I am confident that my proactive attitude and attention to detail make me an ideal fit for this junior role.

Thank you for your time and for considering my application. I look forward to the possibility of discussing how my skills can support the [Company Name] PR team.

Sincerely,

[Your Signature]
[Your Printed Name]