

**[Your Full Name]**

[Phone Number]

[Email Address]

[LinkedIn Profile URL]

[Portfolio/Website Link]

[Date]

[Hiring Manager Name]

[Title, e.g., Communications Director]

[Organization Name]

[Organization Address]

[City, State, Zip Code] Dear [Hiring Manager Name/Search Committee], I am writing to express my strong interest in the Public Relations Coordinator position at [Organization Name]. As a communications professional with a deep passion for [specific cause/mission], I have followed [Organization Name]'s work regarding [specific project or initiative] and am eager to contribute my skills in storytelling and media relations to further your impact. In my previous role at [Previous Organization], I successfully managed [mention a specific PR achievement, e.g., a multi-channel awareness campaign or a 20% increase in media mentions]. My experience includes drafting press releases, maintaining relationships with local and national media outlets, and coordinating community outreach events. I understand that nonprofit PR requires a unique balance of resourcefulness and mission-driven messaging, and I am adept at translating complex organizational goals into compelling narratives for donors and the public. What draws me to [Organization Name] specifically is your commitment to [mention a core value of the nonprofit]. I am particularly skilled in [mention 2-3 relevant skills, e.g., social media strategy, crisis communication, or volunteer coordination] and am confident that my background in [mention degree or specific experience] makes me an ideal fit for your communications team. I would welcome the opportunity to discuss how my proactive approach to public relations can support [Organization Name]'s growth and visibility. Thank you for your time and for the vital work you do for our community. Sincerely,

[Your Signature (if sending by mail)]

[Your Typed Name]