

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

[Date]

[Hiring Manager Name]  
[Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Hiring Manager Name],

I am writing to express my enthusiastic interest in the [Job Title] position at [Company Name], as advertised on [Platform where you found the job]. As a recent graduate with a degree in [Degree Name, e.g., Public Relations or Communications] and a proven track record of managing [Type of Media, e.g., social media/press releases] during my internship at [Former Company], I am eager to contribute to your team's strategic outreach goals.

During my time as a [Previous Role/Internship], I developed a keen eye for storytelling and media relations. I successfully [mention a specific achievement, e.g., increased social media engagement by X% or assisted in securing 5 media placements]. These experiences have equipped me with the ability to craft compelling narratives, manage tight deadlines, and maintain professional relationships with key stakeholders.

What draws me to [Company Name] is your recent [mention a specific campaign or company value]. I am particularly impressed by your approach to [specific PR strategy] and am confident that my skills in [Skill 1], [Skill 2], and [Skill 3] align perfectly with your department's objectives. I am a proactive communicator who is ready to tackle the fast-paced nature of entry-level PR coordination.

I have attached my resume and portfolio for your review. I look forward to the possibility of discussing how my background and enthusiasm for [Company Name]'s mission can add value to your communications team.

Thank you for your time and consideration.

Sincerely,

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