

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

[Date]

[Hiring Manager Name]
[Title]
[PR Agency Name]
[Agency Address]

Dear [Hiring Manager Name or "Team"],

I am writing to express my interest in the **Assistant** position at [PR Agency Name], as advertised on [Source of Job Posting]. Having followed your recent work on the [Name of a specific campaign or client], I am eager to bring my organizational skills and passion for media relations to your dynamic team.

In my previous role/internship at [Previous Company/University], I developed a strong foundation in drafting press releases, maintaining media lists, and monitoring press coverage. I am proficient in using tools such as [Cision/Muck Rack/Hootsuite/etc.] and have a proven ability to manage multiple deadlines in a fast-paced environment. I am particularly adept at [mention a specific skill, e.g., social media storytelling or research], which I believe aligns with your agency's commitment to delivering impactful results for clients.

I am impressed by [PR Agency Name]'s reputation for [mention a specific agency value or specialty]. I am confident that my proactive attitude and attention to detail will allow me to provide high-level support to your account executives and contribute to the continued success of your client accounts.

Thank you for your time and consideration. I look forward to the possibility of discussing how my background and enthusiasm for the PR industry can benefit your team.

Sincerely,

[Your Signature]
[Your Typed Name]