

[Your Full Name]

[Phone Number] | [Email Address]

[LinkedIn Profile URL] | [Portfolio URL/Website]

[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 [Platform]. As a recent [Degree Name] graduate from [University Name] with a specialization in Public Relations and Corporate Communications, I am eager to contribute my storytelling skills, media relations knowledge, and digital savvy to your esteemed communications team.

During my academic tenure and [Internship/Project], I developed a strong foundation in crafting compelling press releases, managing multi-channel social media campaigns, and building media lists. My experience assisting with [Specific Project or Event] allowed me to hone my ability to maintain brand consistency and engage with diverse stakeholders under tight deadlines. I am particularly drawn to [Company Name] because of your recent work on [Specific Campaign or Company Value].

My background has equipped me with proficiency in [List relevant tools like Cision, Canva, Hootsuite, or AP Style]. I am a proactive communicator who thrives in fast-paced environments and is committed to protecting and enhancing organizational reputation through strategic outreach and creative content.

I have attached my resume and portfolio for your review. I look forward to the possibility of discussing how my fresh perspective and dedication to the PR field can support the goals of [Company Name]. Thank you for your time and consideration.

Sincerely,

[Your Name]