

**[Your Full Name]**

[Phone Number] | [Email Address]

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

[City, State, Zip Code]

[Date]

[Hiring Manager Name]

[Title]

[Company/Agency Name]

[Company Address]

[City, State, Zip Code]

Dear [Hiring Manager Name],

I am writing to express my strong interest in the [Job Title] position at [Company Name]. Having spent [Number] years as a [Title, e.g., Staff Writer/Editor] at [Publication Name], I have developed a deep understanding of the media landscape, the mechanics of storytelling, and the art of professional communication. I am now eager to pivot these skills toward building and protecting the reputation of [Company Name] through strategic public relations.

Throughout my journalism career, I have honed the ability to translate complex information into compelling narratives that resonate with diverse audiences. My experience "on the other side of the desk" provides me with a unique advantage in PR: I know exactly what journalists are looking for in a pitch, how to identify a "hook," and how to meet tight deadlines without sacrificing quality. For instance, while at [Publication], I [mention a brief achievement, e.g., managed a weekly column that grew digital engagement by X%], demonstrating my capacity to manage projects and influence public perception.

I am particularly drawn to [Company Name] because of your recent [mention a specific campaign, company value, or achievement]. I am confident that my background in media relations, crisis communication, and stakeholder engagement will allow me to contribute immediately to your team. Specifically, I offer:

- **Media Strategy:** An insider's knowledge of newsroom operations and editorial calendars.
- **Strategic Writing:** The ability to draft press releases, op-eds, and speeches that align with brand voice.
- **Relationship Management:** A robust network of media contacts and the interpersonal skills to cultivate new ones.

I am eager to apply my journalistic rigor and narrative expertise to help [Company Name] achieve its communication goals. Thank you for your time and consideration. I look forward to the possibility of discussing how my background can benefit your communications department.

Sincerely,

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