

**[Your Full Name]**

[Phone Number] | [Email Address]

[LinkedIn Profile URL] | [Portfolio Link]

[City, State]

[Date]

[Hiring Manager Name]

[Company Name]

[Company Address]

Dear [Hiring Manager Name/Public Relations Lead],

I am writing to express my interest in the Entry Level Public Relations Coordinator position at [Company Name]. As a recent graduate with a degree in [Degree Name, e.g., Communications/Public Relations] from [University Name], I have developed a strong foundation in strategic storytelling, media relations, and brand positioning that aligns with your team's current initiatives.

During my internship at [Previous Organization/Agency], I gained hands-on experience in drafting press releases, maintaining media lists, and monitoring coverage for various client accounts. I successfully assisted in [mention a specific achievement, e.g., securing a feature in a local publication or managing social media engagement for a product launch], which sharpened my ability to communicate complex brand messages to diverse audiences.

I am particularly drawn to [Company Name] because of your recent work on [mention a specific campaign or company value]. My proficiency in [mention skills, e.g., AP Style, Cision/Muck Rack, or graphic design tools] and my proactive approach to identifying trending media opportunities make me an ideal candidate to support your PR department's goals.

I am eager to bring my enthusiasm and organizational skills to your team. Thank you for your time and consideration. I look forward to the possibility of discussing how my background can contribute to the continued success of [Company Name].

Sincerely,

[Your Name]