

[Your Full Name]
[Your Phone Number]
[Your Email Address]
[Your LinkedIn Profile/Portfolio URL]
[City, State, Zip Code]

[Date]

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

Dear [Hiring Manager Name],

I am writing to express my strong interest in the **Media Relations Specialist** position at [Company Name], as advertised on [Platform/Source]. With a background in [Number] years of strategic communications and a proven track record of securing high-tier media placements, I am eager to leverage my network and storytelling skills to amplify [Company Name]'s brand voice.

In my previous role at [Previous Company], I was responsible for [Key Responsibility, e.g., managing press inquiries and developing media kits]. During my tenure, I successfully [Mention a specific achievement, e.g., increased organic media mentions by X% or spearheaded a national launch campaign for X]. I have cultivated deep relationships with journalists and influencers across [Relevant Industry/Beat, e.g., tech, finance, or lifestyle], ensuring consistent and positive brand visibility.

I am particularly drawn to [Company Name] because of [Specific Reason, e.g., your innovative approach to sustainability or your recent expansion into the European market]. My expertise in [Skill 1: e.g., crisis management], [Skill 2: e.g., press release distribution], and [Skill 3: e.g., digital PR] aligns perfectly with the goals of your communications department.

I have attached my resume and a portfolio of recent press clips for your review. I look forward to the possibility of discussing how my media relations strategy can contribute to the continued growth of [Company Name].

Sincerely,

[Your Full Name]