

[Your Full Name]  
[Your Address / City, State]  
[Your Phone Number]  
[Your Email Address]  
[Link to Portfolio/LinkedIn]

[Date]

[Hiring Manager Name]  
[Company Name]  
[Company Address]

Dear [Hiring Manager Name],

I am writing to express my enthusiastic interest in the [Job Title, e.g., Public Relations Internship] position at [Company Name], as advertised on [Platform where you found the post]. As a [Year of Study, e.g., Junior] pursuing a degree in [Major, e.g., Communications/Public Relations] at [University Name], I have developed a strong foundation in strategic storytelling and media relations that I am eager to apply to your team.

During my time at [University/Previous Internship], I honed my skills in [Key Skill 1, e.g., drafting press releases], [Key Skill 2, e.g., social media management], and [Key Skill 3, e.g., media list curation]. A notable achievement includes [Briefly describe a specific project or achievement, e.g., increasing engagement on a campaign by 20%]. I am particularly drawn to [Company Name] because of your recent work on [Specific Campaign or Company Value], and I am confident my ability to [Specific Skill] would contribute to your upcoming projects.

I am a highly organized communicator with a keen eye for detail and a passion for maintaining brand reputation. I thrive in fast-paced environments and am eager to learn from the industry leaders at [Company Name].

Thank you for your time and consideration. I look forward to the possibility of discussing how my background and enthusiasm for Public Relations can support your team's goals.

Sincerely,

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