

[Your Full Name]
[Phone Number]
[Email Address]
[Portfolio Link / LinkedIn Profile]

[Date]

[Hiring Manager Name]
[Title, e.g., Director of Communications]
[Sports Organization / Team Name]
[Organization Address]

Dear [Hiring Manager Name],

I am writing to express my interest in the **[Job Title]** position with **[Sports Organization Name]**. As a communications professional with [Number] years of experience in the sports industry, I have a proven track record of managing media relations, coordinating high-profile press events, and elevating brand narratives for [Type of Organization: e.g., professional franchises / collegiate programs].

Throughout my career, I have successfully bridged the gap between athletes, coaching staff, and the media. At **[Previous Organization]**, I was responsible for [Key Responsibility, e.g., overseeing game-day media operations or drafting official press releases]. One of my key achievements involved [Specific Achievement, e.g., managing a crisis communication situation or increasing national media coverage by X%], which resulted in [Outcome/Impact].

I am particularly drawn to this role at **[Sports Organization Name]** because of [Specific reason: e.g., the team's recent expansion or the organization's community-first approach]. I possess the technical skills required for modern sports media-including [Skill 1: e.g., statistical software Proficiency], [Skill 2: e.g., social media storytelling], and [Skill 3: e.g., crisis management]-and I am eager to apply this expertise to help shape the voice of your organization.

I look forward to the possibility of discussing how my background in sports information and media strategy can contribute to the continued success of **[Sports Organization Name]**. Thank you for your time and consideration.

Sincerely,

[Your Signature]
[Your Printed Name]