Your Name

Public Relations

Mailing Address

Phone Number

Email Address

Date

Hiring Manager Name

Title

Business Name

Mailing Address

Dear [Hiring Manager Name],

Achieving 100% efficiency to project milestones and goals at Berkadia was a nice win for my career. My skills in policy creation, communications, and distribution made it possible.

I'm excited to apply for the public relations position at Alfento Systems. I know from your ad that you need someone skilled in creating PR policies, supervising external communications, and distributing news releases and fact sheets to media outlets. I think I'm a good fit based on:

* **Communications.**Supervised an external communications team to secure leads in 10+ top media outlets in the US and abroad.
* **Policy creation.** Worked with customer service and sales teams to develop PR policies that improved brand awareness by 20%.
* **Materials distribution.**Worked to distribute fact sheets, scripts, and press releases to 25+ media outlets.

I'd be glad to discuss how my skills in media relations, Facebook marketing, and crisis management can help Alfento's customers succeed.

Best regards,

[Your Name], Public Relations

[Phone Number]

[Email]