Annalise Sinclair

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Dear Hiring Manager,

I am writing to express interest in the Public Relations position. Everything I read about this role indicates that it would be perfect for me. As the Public Relations coordinator for Centurion Medical, I manage multiple public relations activities, and I supervise one secretary and one Public Relations assistant. Additionally, I am also the social media manager. My experience in these roles has prepared me for a managerial Public Relations position at Foundry Marketing.

In my job as the Public Relations coordinator at Centurion Medical, I engage with internal and external stakeholders, including employees, clients, media outlets, and regulators. I am responsible for creating and editing press releases and generating a monthly employee newsletter. I develop crisis communication responses and talking points, and I also serve as the organizational spokesperson, which involves responding to media inquiries and appearing on local newscasts.

My responsibilities as a social media manager include overseeing all social media accounts. I ensure that we develop and curate fresh daily content that includes text messages, blog posts, photos and videos. I also monitor traffic and respond to followers. During my first six months in the social media manager role, customer engagement increased by 75%.

Foundry Marketing is a highly-regarded firm, so I appreciate you taking the time to review my application. I look forward to speaking with you about the Public Relations position and how my experience and skills align with your needs.

Sincerely

Annalise Sinclair