

Letter of Intent

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Hiring Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the public relations position at [Company's Name] as advertised on [Where You Found the Job Posting]. With a background in communications and a passion for building strong relationships through strategic messaging, I believe I would be a great fit for your team.

I hold a degree in [Your Degree] from [Your University], and I have [X years] of experience in public relations, including [specific experiences or skills relevant to the position]. My role at [Current or Previous Company] allowed me to hone my skills in [mention key PR skills], leading to [mention specific achievement or outcome].

I am particularly drawn to [Company's Name] because of [something specific about the company or its mission]. I am eager to contribute my expertise in developing effective communication strategies that enhance brand reputation and stakeholder engagement.

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the goals of [Company's Name]. I am available for an interview at your earliest convenience and can be reached at [Your Phone Number] or [Your Email].

Sincerely,

[Your Name]