

Alex Coleman

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May 10, 20xx

Mason Briggs
PR Manager
Bridgepoint Communications
555 West Sterling Avenue
Orem, Utah 84058

Dear Mason Briggs:

I am writing to apply for the Public Relations Specialist position posted on Handshake. With a background in strategic communication and experience developing audience-centered messaging, I am confident in my ability to contribute effectively to the public relations initiatives at Bridgepoint Communications.

Your need for a Public Relations Specialist with experience in creating and disseminating tactical media aligns closely with both my degree in public relations and strategic communication and my internship experience at Summit Strategic Group in Washington, D.C. During my four months there, I drafted more than 45 press releases, managed daily client correspondence, produced a monthly newsletter distributed to over 800 recipients, and scripted the welcome address for the annual PR Regional Conference. Within my first month, I was selected to co-coordinate the PR Association Gala, which hosted more than 300 donors and raised over \$750,000 for charity. These experiences strengthened my ability to craft strategic messaging and execute high-impact communication efforts that would add value to your public relations team.

Thank you for your time and consideration. I would appreciate the opportunity to meet with you to further discuss how I may benefit Bridgepoint Communications. I can be reached by phone at 801-123-4567, or by email at acoleman@email.com.

Sincerely,

Alex Coleman