



YOUR NAME



(713) 456-7890



your.name@gmail.com



linkedin.com/in/your.name/

[Today's Date]

[Hiring Manager's Name]

123 Company Address

Company's City, State, Zip Code

(xxx) xxx-xxxx

hiring.manager@gmail.com

Dear [Mr./Ms./Mx.] [Hiring Manager's Last Name],

I'm writing to express my interest in the open position of Communications Specialist at AudioSonic. With 4+ years of experience in social media, public relations, and communications strategy, I'd be a valuable addition to your team.

As a performance-driven professional with proven expertise in internal and external communications, I'm sure I will excel at the internal and external operations handled in this role. Below are some achievements that illustrate my suitability:

- Managed 4 brand websites and 3 social media accounts for BASF for 2+ years
- Attracted a daily average of 10 new customers to BASF by developing creative content to promote the brand
- Streamlined internal communications SOP at W. L. Gore & Associates, increasing operations efficiency by 10%

Moreover, I'm adept at building productive relationships with colleagues, making me an ideal person to have working on high-pressure projects. Previous employers have described my interpersonal and organizational skills as instrumental to their teams. I hope to offer the same value to AudioSonic.

Thank you for taking the time to review my application. I'd love the chance to speak with you in person about the position. You can reach me by phone any weekend or weekday evening after 6pm.

Sincerely,

Your Name