**MC900196202[1]Stephanie Morgan**

[Street Address] New York, NY 55900, H: 555-555-5555, [Email Address]

**Today’s date**

Contact name or human resources director

PR and Co.

Address, City, State, zip

**Re: Public Relations Specialist**

Dear [Contact name],

My long-time friend, Dan Shevat, recommended that I contact you regarding the position of public relations specialist for your company.

As you see by glancing at my resume, I have experience in a variety of public relations outlets, such as print media and social media. I am looking for more challenges to my creativity, and would like to share ideas that occurred to me while researching your company.

While my public relations efforts at my current job are focused on:

* Improving the company’s public image
* Developing and strengthening our company’s brand
* Writing brochures, material for the website, and presentations

I’ve also developed expertise in writing press releases, maintaining contacts with media outlets, and representing the company at conferences.

I thrive on creating bold, new initiatives, and as out-of-the-box my thinking may be, it’s always resulted in increased revenues for the company and a more positive image.

Despite my innovativeness, I’m able to keep my focus on how the public will perceive the company as well as the bottom line.

Again, I have some proposals for fresh enterprises for your company and would be happy to meet with you in person to discuss them further.   
I can be reached at my above contact information.

Yours truly,

**Stephanie Morgan  
Attachment: Resume**