**[Your Full Name]**

**[Your Physical Address]**

**[Your Email Address]**

**[Your Contact Number]**

**[Date]**

Re: Application for the position of public relations officer

Dear **[Recipient’s title and last name],**

This letter serves as an opportunity to get to know more about me as a prospective candidate for the position of public relations officer at **[company name]** as advertised in **[where you found the job posting].** I would like to tell you about my skills, background, and ability to succeed in the position.

My interest in the position stems from a desire to use my diverse communications skill set towards promoting your company’s public image and brand, as well as resolving public relations challenges. My training and experience as a strategic communicator along with my ability to **[mention at least two skills that are listed in the job requirements**] make me an ideal candidate for the job. I know that I would be a valuable addition to the team at **[company name].**

I have a **[qualification]** from **[educational institution**] and have more than **[number of years]** of experience in public relations. I have extensive knowledge of **[list things like a knowledge of the local media landscape and a comprehensive list of media contacts**] and outstanding **[add key skills that align with the job requirements].**

In my most recent role at **[previous employer],** I achieved **[describe an accomplishment and strengthen it with a percentage, if possible]**, which improved **[mention the effect this accomplishment had on the company in question].**

I am eager to take on a new challenge and I see this as the perfect opportunity to contribute and grow. I am excited to be applying to **[company]** and for the opportunity to **[describe how your skills and expertise would benefit the company]**. I truly admire **[mention notable milestones or characteristics you appreciate about the company]** and would feel privileged to a member of the team at **[company name].**

Please find attached my resume and **[mention any other documents that were requested, if applicable]**. Feel free to contact me directly should you require anything further.

Thank you for your time and consideration. I look forward to hearing from you.

Sincerely,

**[Your full name]**