

Your Name
Your Address
Your City, State, Zip Code
Your Phone Number
Your Email

Contact Name
Title
Company Name
Address
City, State, Zip Code

Dear Name of Contact:

As an experienced communications professional, I'm very interested in the American Organization's Director of Communications position.

I have a proven track record in almost all of the competencies you're seeking. Here are a few highlights:

- Handled a wide range of creative services, collaborating with creative services peers, subordinates and vendors to produce marketing and other print communications, as well online communications and video projects.
- Exceptional writing and editing skills honed over the past 13 years in public relations and corporate communications; from press releases to newsletters to video scripts to web sites and yes, guest columns.
- Developing and implementing communications strategies for reaching employees and other stakeholders.
- Providing communications counsel and expertise to executives and managers for issues management, benefits communications and employee relations.

In my current role at Company A, I've worked closely with nonprofits while administering our corporate marine conservation donation program. This is the most rewarding part of my job, helping connect worthy organizations with funding.

As a recent transplant to Miami, I still own a home in Wetburg and would love to put my skills to work back in Wetburg. While I really appreciate my current company, colleagues and boss - I've discovered that living and working in Wetburg is where I would rather be.

I will call in one week to follow up and find out if I can answer any questions or provide any work samples.

Regards,

Your Name