

Communications
Director

PET CHRISTINE

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TO.

RECIPIENT NAME
CEO OF COMPANY
St. Park Ave 6th Floor, NY

DATE: JANUARY 01, 2020

TO WHOM IT MAY CONCERN

Dear Hiring Manager,

I have read your job posting for a Communications Director with interest. I am confident that my ten years of experience in communications in both the private and public sectors make me the ideal fit for the position.

In my position as Communications Director for XYZ Company, I wrote articles for the company website, managed guest author submissions, and wrote and sent a weekly email newsletter to subscribers. I received consistent praise from the director for my attention to detail and clear, straightforward writing style.

While working as an Assistant Communications Director for Assemblyperson Susan Smith, I researched, drafted and amended legislation, wrote press releases, and was responsible for office communications and correspondence.

I also have extensive experience in writing on a freelance basis on the labor issues, which, I believe, is an ideal match for this position. Articles are available for your review at:

- URL
- URL
- URL

Additional writing samples and my resume are attached. If I can provide you with any further information on my background and qualifications, please let me know.

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

PETER CHRISTINE
Communications Director