

Jordan Smith

January 16, 2026

Acme Corporation

RE: Communications Manager

Dear Hiring Manager,

I am writing to express my enthusiasm for the Communications Manager position at Acme Corporation, as advertised on LinkedIn. With over seven years of experience in strategic communications and a passion for fostering brand narratives, I am excited about the opportunity to contribute to a company renowned for its innovation and excellence in the industry.

In my previous role at XYZ Corp, I successfully led a team that developed and executed a comprehensive communication strategy for the launch of a new product line. This initiative not only generated a 40% increase in media coverage compared to previous launches but also enhanced our social media engagement by 60%. Additionally, I spearheaded a crisis communication plan that effectively mitigated potential reputational damage during a sensitive period, resulting in a swift recovery and restored customer trust.

I am particularly drawn to this role at Acme Corporation because of its commitment to transparent and impactful communication. I am eager to bring my expertise in digital communication and stakeholder engagement to your team. I am confident that my proactive approach and results-driven mindset will help elevate Acme's communication strategies to new heights.

I look forward to the possibility of discussing how my background, skills, and enthusiasms align with the goals of Acme Corporation. Thank you for considering my application. I hope to speak with you soon.

Sincerely,

Jordan Smith