

# Jordan Avery Thompson

January 16, 2026

Acme Corporation

RE: Entry Level Communications Manager

Dear Hiring Manager,

I am writing to express my enthusiasm for the Entry Level Communications Manager position at Acme Corporation, as advertised on LinkedIn. With a strong passion for effective communication and a background in public relations, I am eager to contribute to your team and help enhance Acme's brand presence through innovative strategies.

During my final year at University, I successfully led a team project that developed a comprehensive communications plan for a local nonprofit. Our efforts resulted in a 30% increase in community engagement over six months, demonstrating my ability to create impactful messaging and connect with diverse audiences. Additionally, I interned at XYZ Marketing where I assisted in managing social media accounts, curating content that led to a 50% rise in followers and a notable uptick in audience interaction. These experiences have equipped me with the skills necessary to thrive in a communications role at a dynamic organization like Acme Corporation.

I am particularly drawn to Acme Corporation's commitment to innovation and excellence in its communications approach, and I am excited about the opportunity to contribute my skills in research, writing, and strategic planning to your team. 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.

Sincerely,

Jordan Avery Thompson