Subject: PR Executive Applying to Director of Corporate Communications Position

Ms. Reed,

I am writing to express my interest in the position of Director of Corporate Communications at Mantera Electric Company. Over the past 10 years, I have managed a variety of public relations challenges with great success in the nonprofit and government sectors. From collaborating with media partners to organizing successful fundraisers, I have proven to be an executive who excels with fostering positive and memorable company brands.

Please review the following accomplishments as examples of my record of success in public relations.

* Recognized as the Arton County STAR Employee of the Month for September 2019.
* Increased Arton County Health & Human Services customer service ratings from 40% to 60%.
* Recognized as the Chandler County Distinguished Employee of the Month for August 2015.
* Increased Chandler County’s Family Fun Day participation by an average of 20% each year.
* Increased Chandler County’s Facebook followers from 200 to 3500.
* Organized the “Support A Child – Build The Future” fundraiser which raises an average of $90k annually.

In addition to the accomplishments above, I am an experienced supervisor, budget manager, event promoter, and speech writer. I have also successfully assisted Arton and Chandler County with managing public relations during legal controversies and environmental disasters.

*“Mekayla has a true talent for staying calm during a storm.”* – John Doe, PR Manager, McKenzie PR

Please see my LinkedIn profile and attached resume for additional details regarding my qualifications. I greatly appreciate your time and consideration. Thank you.

Sincerely,

**Mekayla Vanessa Davis, MS, APR**

Associate Director of Communications, Arton County

E: [mekaylavdav@gmail.com](mailto:mekaylavdav@gmail.com)

M: 770-341-8218

[@mekaylavdavis](https://twitter.com/mekaylavdavis)

(HEADER, the same header as your resume)

April 12, 2022

Joan Reed, MS

Mantera Electric Company

3945 Franklin Court

Johnson, NJ 07394

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