

Sample Email Cover Letter with Resume Attached

Subject: Communications Director Position - Your Name

Dear Hiring Manager,

I 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 sector make me an 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 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 writing on a freelance basis on labor issues, which, I believe, would be 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.

Sincerely,

Your Name

City, State Zip Code

Email

Phone

Website / LinkedIn Profile