

**Dear Ms. Howard,**

**With a background in administrative support and media coordination, I'm excited to apply for the PR Assistant role at Agency Eight. I'm experienced with Cision, Canva, and inboxes with 500 unread pitches.**

**I love being behind the scenes—pitch-tracking, calendar-wrangling, and making my team look good. I'm ready to bring those skills to your busy office.**

**Thank you for your time.**

**Sincerely,  
Leo Alvarez**



