

Dear Hiring Manager,

I read your job posting for a Communications Director with interest.

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.

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,