

[Your Name]
[Your Address]
[City, State, Zip]
[Your Email]
[Your Phone Number]
[Date]
[Hiring Manager's Name]

KTVU

[Company Address]
[City, State, Zip]

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position at KTVU as advertised [where you found the job listing]. With a background in [your relevant experience or education] and a passion for [specific area related to the job or KTVU], I believe I am a strong candidate for this role.

In my previous position at [Your Previous Company Name], I successfully [briefly describe a relevant achievement or responsibility]. This experience honed my skills in [mention relevant skills] and reinforced my commitment to quality journalism.

I am particularly drawn to KTVU because of [mention something specific about KTVU that appeals to you], and I am eager to contribute to your team. I am confident that my [specific skills or traits] will make a positive impact at KTVU.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to the success of KTVU.

Sincerely,

[Your Name]