

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]

KTIV News

[Station Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the assignment editor position at KTIV News. With [Number] years of experience in journalism and a strong background in news coordination, I am excited about the opportunity to contribute to your esteemed newsroom.

In my previous role at [Previous Employer], I successfully [describe a relevant experience or achievement]. This experience has equipped me with the skills to manage a team effectively, prioritize breaking news, and maintain strong relationships with local sources.

I am particularly impressed by KTIV's commitment to [mention any specific aspect of KTIV you admire], and I am eager to bring my expertise in [specific skills relevant to the position] to your team. I believe that my proficiency in [specific software or tools] would enhance the efficiency of your news gathering and reporting process.

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the goals of KTIV News.

Sincerely,
[Your Name]