

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

[Recipient Name]
[Recipient Title]

KTIV News

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

Dear [Recipient Name],

I am writing to express my interest in the communication specialist position at KTIV News, as advertised on [where you found the job listing]. With a background in [your relevant experience or education], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Employer], I successfully [describe a relevant achievement or responsibility]. This experience equipped me with the skills to [mention specific skills that are relevant to the position]. I am particularly drawn to KTIV News because of [mention something specific about the station or its mission that resonates with you].

I have attached my resume for your review, which provides further detail on my professional journey. I would be thrilled to discuss how my background, skills, and enthusiasms align with the needs of your team.

Thank you for considering my application. I look forward to the possibility of contributing to the exceptional work at KTIV.

Sincerely,
[Your Name]