

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

KTIV News

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

Dear [Recipient's Name],

I am writing to express my interest in the Social Media Manager position at KTIV News as advertised [where you found the job listing]. With a strong background in digital communication and a passion for engaging storytelling, I believe I can contribute effectively to your team.

In my previous role at [Your Previous Company], I successfully managed multiple social media platforms, leading to a [specific achievement, e.g., 30% increase in engagement]. My experience with analytics tools has equipped me with the ability to track performance metrics and optimize content for maximum reach and impact.

I am particularly impressed by KTIV's commitment to delivering timely news and innovative content. I am eager to leverage my skills in digital strategy, content creation, and community engagement to enhance KTIV's online presence and foster a deeper connection with your audience.

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. I am available for an interview at your convenience.

Sincerely,
[Your Name]