

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

NWITimes

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

Dear [Recipient's Name],

I am writing to express my interest in the [specific position title] at NWITimes as advertised [mention where you found the job listing]. With my background in [your field/industry] and my passion for [relevant topic or skill], I believe I would be a valuable addition to your team.

In my previous role at [Your Previous Company], I successfully [describe a relevant achievement or responsibility]. This experience honed my skills in [related skills or tools], which I am eager to bring to NWITimes.

I am particularly drawn to this opportunity at NWITimes because [mention something specific about the company or its mission that excites you]. I am confident that my [specific skills or experiences relevant to the job] would enable me to contribute positively to your team.

Thank you for considering my application. I look forward to the possibility of discussing how my skills and experiences align with the needs of your team. I am available at your earliest convenience for an interview.

Warmest regards,

[Your Name]