

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

Hiring Manager

NWITimes

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

Dear Hiring Manager,

I am writing to express my interest in the [specific job title] position at NWITimes, as advertised [where you found the job posting]. With a background in [your relevant experience or field], I am excited about the opportunity to contribute to your team and support the innovative journalism NWITimes is known for.

In my previous role at [Your Previous Company], I successfully [describe a relevant achievement or responsibility that relates to the job], which enhanced my ability to [mention a skill applicable to the job]. My experience in [specific skill or tool relevant to the job] has equipped me with the necessary skills to thrive in this role.

I am particularly drawn to NWITimes because [mention something specific about the company or its mission that resonates with you]. I believe my passion for [related interest or topic] aligns well with your team's goals, and I am eager to bring my [specific skills or qualities] to contribute to your success.

Thank you for considering my application. I look forward to the opportunity to discuss how my skills and experiences align with the needs of NWITimes.

Sincerely,  
[Your Name]