

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

[Date]  
[Recipient's Name]  
[Title]  
[WKRC]

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

Dear [Recipient's Name],

I am writing to express my interest in the [specific position name] at WKRC, as advertised on [where you found the job posting]. With my background in [your field/experience] and a passion for [related interest], I am excited about the opportunity to contribute to your team. In my previous role at [Your Previous Company], I [describe relevant experience or achievements]. This experience honed my skills in [specific skills related to the job], making me a great fit for WKRC.

I am particularly drawn to WKRC because of [specific reason related to the station or its values]. I admire [specific aspect of WKRC], and I am eager to bring my skills in [specific skills] to your esteemed station. Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasm can contribute to the success of WKRC.

Sincerely,  
[Your Name]