

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

[Recipient's Name]
[Recipient's Title]

WKYC

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

Dear [Recipient's Name],

I am writing to express my interest in the [specific position] at WKYC as advertised [where you found the listing]. With [briefly state your relevant experience or skills], I am excited about the opportunity to contribute to your team.

Please find my resume attached for your consideration. I look forward to the possibility of discussing my application further.

Thank you for your time.

Sincerely,
[Your Name]