

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

Dear [Recipient's Name],

I am writing to express my interest in the [specific position title] at WKYC, 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 WKYC's mission of delivering compelling news and engaging content to the community.

In my previous role at [Your Previous Company], I [describe a relevant achievement or responsibility], which honed my skills in [specific skills related to the job]. I am particularly drawn to this role because [explain what attracts you to the position or company].

I believe my experience in [another relevant experience or skill] aligns well with the requirements of this position. I am passionate about [explain what you are passionate about in relation to the job] and am eager to bring my [specific qualities or skills] to the WKYC 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 WKYC.

Sincerely,  
[Your Name]