

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

WFAA

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

Dear [Recipient's Name],

I am writing to express my interest in an internship opportunity at WFAA for [specific time period, e.g., Summer 2024]. As a [your major] student at [Your University] with a passion for journalism and broadcasting, I believe that an internship at WFAA would provide me with invaluable experience and insight into the industry.

Throughout my studies, I have developed a strong foundation in media production and storytelling. [Briefly mention any relevant experience or skills, such as coursework, previous internships, or projects that relate to the internship you are seeking.] I am particularly drawn to WFAA because of [specific reason related to the company, such as their commitment to community engagement, award-winning journalism, etc.]. I am eager to bring my skills in [mention specific skills relevant to the internship, e.g., video editing, writing, research] to your team and learn from the talented professionals at WFAA. I am confident that my enthusiasm for news and media would make me a valuable addition to your organization.

Thank you for considering my application. I have attached my resume for your review. I would appreciate the opportunity to discuss my application further and am looking forward to the possibility of contributing to WFAA.

Sincerely,

[Your Name]

[Your LinkedIn Profile or Portfolio link, if applicable]