

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

Dear [Recipient Name],

I am writing to express my interest in the [specific position or opportunity] at WLOS, as advertised [where you found the job listing]. With a strong background in [your relevant experience or field], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [mention specific responsibilities or achievements that relate to the position]. My experience in [mention relevant skills or technologies] has equipped me with the ability to [briefly state how your skills will benefit WLOS]. I admire WLOS for [mention specific qualities or achievements of WLOS], and I am particularly drawn to [mention any projects or values of the company that resonate with you]. I believe my skills and experiences make me a strong candidate for this position.

I am eager to bring my expertise to WLOS and contribute to [mention specific projects or goals]. Thank you for considering my application. I look forward to the opportunity to discuss how I can support your team further.

Sincerely,  
[Your Name]