

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

WLOS

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

Dear [Hiring Manager's Name],

I am writing to express my interest in the [specific position] at WLOS, as advertised on [where you found the job listing]. With a background in [your relevant experience/skills], I am excited about the opportunity to contribute to your team and provide high-quality news coverage for the community.

In my previous role at [Your Previous Company], I successfully [describe a relevant achievement or responsibility that aligns with the job]. This experience has equipped me with the skills necessary to [mention skills related to the job description].

I am particularly drawn to this position at WLOS because [mention something specific about the company or its mission that resonates with you]. I believe that my expertise in [specific skills or experiences relevant to the position] can help [explain how you can contribute to the company's goals].

Thank you for considering my application. I am looking forward to the opportunity to discuss how my skills and experiences align with the needs of your team. I hope to contribute to the continued success of WLOS and am eager to bring my passion for journalism and storytelling to your organization.

Sincerely,  
[Your Name]