

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

[Recipient's Name]  
[Title/Position]

WQAD News 8

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

Dear [Recipient's Name],

I am writing to express my interest in the [specific position] at WQAD News 8, as advertised on [where you found the job listing]. With a background in [your field/experience] and a passion for [what attracts you to the position/field], I am excited about the opportunity to contribute to your team.

Throughout my career, I have developed a strong skill set in [mention relevant skills or experiences related to the job], which I believe aligns well with the goals of WQAD News 8. My experience at [previous job or internship] allowed me to [describe a relevant achievement or responsibility], further enhancing my ability to [related skill].

I am particularly impressed by [mention something specific about WQAD News 8 or its programming], and I am eager to bring my expertise in [your skill area] to your esteemed organization. I am enthusiastic about the possibility of being a part of a team that [mention what you admire about the company's mission or values].

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms can contribute to the continued success of WQAD News 8. Please feel free to contact me at [your phone number] or [your email address] to schedule a conversation.

Sincerely,  
[Your Name]