

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

Dear [Recipient Name],

I am writing to express my interest in the [Job Title] position at WQED as advertised [where you found the job listing]. With my background in [Your Field/Industry] and a passion for [related interest or value relevant to WQED], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [describe relevant experience or achievement]. This experience honed my skills in [specific skills related to the job], which I believe will be beneficial to WQED as it continues to [mention any goal or initiative relevant to WQED].

I admire WQED's commitment to [specific values, programs, or initiatives of WQED] and believe my skills in [another relevant skill] will allow me to support your mission effectively. I am particularly drawn to [mention any specific project or program at WQED] and would love the opportunity to contribute my creativity and dedication to such initiatives.

Thank you for considering my application. I look forward to the possibility of discussing how I can contribute to the WQED team and support its mission. Please feel free to contact me at [Your Phone Number] or [Your Email Address] to schedule a conversation.

Warm regards,

[Your Name]