

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

WXPN

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

Dear [Hiring Manager's Name],

I am writing to express my interest in the [specific position] at WXPN, as advertised on [where you found the job listing]. With a strong background in [your relevant experience or field], and a deep passion for music and community engagement, I am excited about the opportunity to contribute to WXPN's mission of providing top-quality programming that connects listeners to the music they love.

In my previous role at [Your Previous Company or Relevant Experience], I [describe a relevant achievement or responsibility that aligns with the position you are applying for]. This experience has equipped me with the skills necessary to thrive in a fast-paced, creative environment like WXPN.

I am particularly drawn to WXPN because of [mention something specific about WXPN or its programming that you admire]. I believe that my [specific skills or qualities] would allow me to contribute positively to your team and support WXPN's mission.

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the needs of WXPN. I am excited about the possibility of being a part of your team and contributing to the vibrant community surrounding the station.

Sincerely,
[Your Name]