

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

KTVU

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

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Position Title] at KTVU, as advertised [where you found the job listing]. With a background in [Your Relevant Experience or Education], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company/Organization], I [mention relevant duties or achievements that align with KTVU's goals]. This experience has equipped me with [mention skills relevant to the position].

I am particularly drawn to this position at KTVU because [mention specific reasons related to the company or its mission]. I believe my skills in [mention relevant skills] would make a positive impact on your team.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to KTVU.

Sincerely,
[Your Name]