

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

KXLY Television

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

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position at KXLY as advertised [where you found the job listing]. With my background in [your field/industry] and a passion for [relevant skill or aspect related to KXLY], I believe I would make a valuable addition to your team.

In my previous role at [Your Previous Company], I [describe a relevant experience or accomplishment]. This experience has equipped me with [mention relevant skills or knowledge related to the position]. I am particularly drawn to KXLY because [specific reason related to the company or its values].

I am excited about the opportunity to contribute to KXLY's mission of [mention KXLY's mission or values]. I look forward to the possibility of discussing how my skills and experiences align with the needs of your team.

Thank you for considering my application. I hope to hear from you soon to schedule an interview.

Sincerely,
[Your Name]