

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

WKBN

[Company Address]
[City, State, Zip]

Dear [Recipient Name],

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

In my previous role at [Your Previous Company], I successfully [describe a relevant achievement or responsibility]. This experience has equipped me with [specific skills or qualities related to the job].

I am particularly drawn to WKBN because [mention something specific about the company or its values that resonates with you]. I believe that my skills in [mention relevant skills] align well with the mission of WKBN. I would love the chance to discuss how my background, skills, and enthusiasms can contribute to the continued success of WKBN. Thank you for considering my application. I look forward to the opportunity to speak with you.

Sincerely,
[Your Name]