

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

WKBN

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

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position at WKBN as advertised on [where you found the job listing]. With my background in [your relevant experience or skills], I am excited about the opportunity to contribute to WKBN's mission of [mention any specific company goals or values relevant to the position].

In my previous role at [Your Previous Company], I successfully [mention a relevant achievement or responsibility that relates to the job you're applying for]. This experience equipped me with the skills necessary to [explain how your skills relate to the job you are applying for].

I am particularly drawn to this role at WKBN because [mention why you specifically want to work at WKBN or in that role]. I admire [mention any aspects of WKBN that you respect or connect with], and I am eager to bring my [specific skills or qualities] to your team.

I would welcome the opportunity to discuss how my background, skills, and enthusiasms align with the goals of WKBN. Thank you for considering my application. I look forward to the possibility of contributing to your team and am excited about the chance to make a positive impact at WKBN.

Sincerely,
[Your Name]