

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

WKTV

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

Dear [Hiring Manager's Name],

I am writing to express my interest in the [specific position title] at WKTV, as advertised [where you found the job listing]. With my background in [your relevant experience or field], I am excited about the opportunity to contribute to your team and support WKTV's mission of delivering high-quality news and programming.

In my previous role at [Your Previous Company/Organization], I successfully [mention a relevant achievement or responsibility that relates to the job]. This experience has equipped me with a strong foundation in [mention specific skills or technologies relevant to the position], which I believe will be valuable in the [specific position] role at WKTV.

I am particularly drawn to WKTV because of [mention something specific about WKTV that appeals to you, like its mission, values, community engagement, etc.]. I admire [specific program, initiative, or value of the company], and I am eager to bring my expertise in [your skills or strengths] to enhance your team.

Enclosed is my resume, which provides additional details about my qualifications. I would welcome the opportunity to discuss how my background, skills, and enthusiasms align with the goals of WKTV. Thank you for considering my application. I look forward to the possibility of contributing to your esteemed organization.

Sincerely,
[Your Name]