

Cover Letter Example

Cassie Letter

cletter@escc.edu | (111) 222-3333 | 123 Right Way | Milton, AL

Mr. Bob Employer
News Director/Anchor WBTN-TV
200 Bell Drive
More, AL 65456

Dear Mr. Curtis,

I am writing to express my interest in seeking a position as a News Anchor with your outstanding news station. After seeing the job opening posted, I wanted to submit my resume for your consideration. I am currently a senior at Awesome University, majoring in Broadcast Journalism and minoring in Leadership Development. I plan to graduate in May 2020.

As a student at Awesome University, I have had a lot of experience with Awesome University's student-led news station, Awe Vision News. While at Awe, I have reported stories and helped with behind the scene jobs. I have also started anchoring this year. Through holding numerous leadership positions on campus, and also being a leadership development minor, I feel that I have the experience needed to effectively guide, direct, and motivate others. Some of my strengths would be my ability to meet deadlines, prioritize assignments, and handle multiple tasks simultaneously. Last year, I was very pleased to receive the ABC 33/40 scholarship, awarded by the Alabama Broadcasters Association Education Foundation.

I visited WBTN-TV last semester with my Television Studio Techniques and Producing class. After visiting your station, I knew for sure that this is a career path I want to pursue. I was impressed with the professionalism of your staff, as well as the up to date technology available in your studio. I would be honored to join your team and continue WBTN-TV's mission of "First. Best. Live."

I appreciate you taking the time to review my qualifications. I hope you agree that my experience has prepared me for the position as News Anchor at WBTN-TV. I gladly welcome your call at (111) 222-3333 to arrange an interview.

Thank you for your time and consideration. I look forward to meeting you!

Sincerely,

(Your Handwritten Signature)
Cassie Letter