

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

[Hiring Manager's Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the Reporter position at [Company Name] as advertised on [where you found the job listing]. With a background in journalism and a passion for storytelling, I believe I am well equipped to contribute to your team.

In addition to my writing and reporting skills, I am proficient in using various digital tools and platforms to amplify story reach and audience engagement. I thrive in fast-paced environments and have a keen ability to meet tight deadlines without compromising quality. I am excited about the possibility of working with [Company Name] and contributing to your mission of delivering accurate and insightful news coverage.

Thank you for considering my application. I look forward to the opportunity to discuss my candidacy further.

Sincerely,  
[Your Name]