

## COVER LETTER EXAMPLE

# Carly Letter

300 Green Loop | Milton, AL 12345  
cletter@troy.edu | (111) 222-3333

June 15, 2014

Mr. Bob Employer  
News Director/Anchor  
WBTV-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 on Trojan LINK, I wanted to submit my resume for your consideration. I am currently a senior at Troy University, majoring in Broadcast Journalism and minoring in Leadership Development. I plan to graduate in May 2015.

As a student at Troy University, I visited your station last semester with my Television Studio Techniques and Producing class. After visiting your station, I knew for sure this is a career path I want to pursue. I have had a lot of experience with Troy University's student-led news station, Troy TrojanVision News. While at Troy, 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 would like the opportunity to interview for the position of News Anchor. I appreciate you taking the time to review my qualifications. Please find my enclosed resume, containing additional details about my background. I gladly welcome your call at (111) 222-3333 to arrange a meeting.

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

Sincerely,

*(Your Handwritten Signature)*

Carly Letter

Enclosure: Resume and recommendations