

Cover Letter Sample

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John Doe
Managing Editor
Colorado Springs Daily News
345 Mountain View Parkway
Colorado Springs, CO 80918

Dear Mr. Doe,

I am excited by the prospect of working for your newspaper as a Junior Sports Journalist. I believe I will be an asset to this newspaper and position, as I have knowledge, skills, and experience in both journalism and athletics.

As an intern for FYI News in the summer of 2021, I gained especially applicable experience for this position. In this internship, I learned the organizational structure and general operations of news agencies. This experience taught me the importance of growing and maintaining a strong network of contacts within the community to be the first on a story, which is something your organization consistently accomplishes. I also have extensive practice in various forms of writing and communication through my college education and experience working as a Consultant in the Excel Multiliteracy Center at the University of Colorado Colorado Springs, where I reviewed and provided feedback on hundreds of students' written and oral projects. Working in that position solidified my belief that a story's impact is dependent on the writer's voice, and I am confident in the voice I have established as a writer.

My experience as a former college athlete also sets me apart. I have always had a passion for sports and have developed a detailed and practical understanding of various games, and I am attuned to the intricacies of closely following an athlete or team as a journalist. Moreover, your newspaper is known to value reporting in a manner that appeals to wide audiences, and I believe my athletic experience combined with my knowledge and skills in varietal writing empower me to do just that. As someone who has been both the subject and author of sports news, I can approach this work from an informed vantage point.

I am readily available by phone or email if you would like to arrange an interview to further discuss my qualifications and suitability for your team. I appreciate your consideration and look forward to hearing from you.

Sincerely,

Clyde Lion