

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.

I gained especially applicable experience for this position while working as an intern for FYI News in the summer of 2021. 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.

I am also set apart by my experience as a former college athlete. I have always had a passion for sports and have developed a detailed and practical understanding of all sports games. I am attuned to the qualities that necessitate closely following an athlete or team as a journalist. I am aware your newspaper values 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. I have been both the subject and author of sports news, so 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 M. Lion