

[Your Full Name]

[Phone Number] | [Email Address] | [Portfolio URL/LinkedIn] | [City, State]

[Date]

[Hiring Manager Name]
[Job Title, e.g., Managing Editor]
[News Organization Name]
[Organization Address]

Dear [Hiring Manager Name],

As a seasoned editorial professional with [Number] years of experience in high-velocity newsroom environments, I am writing to express my strong interest in the [Job Title] position at [News Organization Name]. Having closely followed your coverage of [Specific Beat or Topic], I am eager to bring my expertise in investigative reporting, deadline-driven storytelling, and digital content strategy to your editorial team.

Throughout my career at [Current/Previous Organization], I have specialized in transforming complex data and breaking news into compelling narratives. My background includes [Key Skill 1, e.g., long-form enterprise reporting], [Key Skill 2, e.g., multimedia integration], and a proven track record of [Specific Achievement, e.g., increasing monthly unique visitors by X%]. I possess a deep understanding of journalistic ethics, AP style, and the nuances of [Specific Niche/Industry].

I am particularly drawn to [News Organization Name] because of your commitment to [Specific Value, e.g., editorial integrity/innovative digital formats]. I am confident that my ability to produce high-impact content under tight deadlines while maintaining meticulous accuracy will make me an immediate asset to your newsroom.

Thank you for your time and consideration. I look forward to the possibility of discussing how my editorial vision aligns with the goals of [News Organization Name].

Sincerely,

[Your Signature]
[Your Printed Name]