**Reva Reporter**

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March 25, 2019

James Lewis
News Director

WXYZ
1234 Magnolia Avenue
Nashville, TN 37027

Dear Mr. Lewis,

It was with both sadness and excitement that I learned from Sarah Connors that she will be retiring from her position at WXYZ. Sarah’s penetrating newscasts have long been as ubiquitous a part of my morning as coffee and my Nolensville Road work commute to WABC, where I am an award-winning news writer. Her voice and presence will be missed. However, I’m afraid I also couldn’t help cheering with excitement, since her departure means that you will now be looking for her replacement – and I am eager to step into her shoes.

During my five years at WABC, I’ve had the great opportunity to hone my “nose for news” and my copywriting skills – talents that will serve me well as I transition into my ultimate career goal of becoming a broadcast news anchor / reporter. Qualifications that I bring to the table include:

* Repeated success being the first to learn about and break emerging news stories, including WABC’s coverage of the Harmony Music Studio arson and Mayor Barry’s resignation (the latter of which earned our news team an Emmy Award for “Best Newscast”).
* Effectiveness coordinating high-profile community outreach projects, similar to your own Christmas canned food drive, such as our clothing drive for the homeless and our “News in the Schools” program.
* Broadcast experience gained during substitute assignments for WABC’s regular anchors and as a student field reporter for the University of Tennessee’s WUTK-FM (“The Rock”).
* A Bachelor of Science in Communication from the University of Tennessee’s School of Journalism and Electronic Media (emphasis: broadcast journalism).

Thank you for your time and consideration in reviewing this application; I would be grateful for the opportunity to meet with you for a personal interview, and will be calling the station in a few weeks to check up on the status of my candidacy.

Sincerely,

Reva Reporter