

[Mention the name of the sender]

[Mention the address of the sender]

[Mention the contact details]

[Mention the Email address]

[Mention the date]

Subject- Cover letter for journalists

[Mention the name of the recipient]

[Mention the address of the recipient]

[Mention the contact information]

Dear [Mention the name of the recipient],

I believe I am an ideal candidate for the Journo position at [mention the name of the company] News as a college grad of [mention the name] with a Bachelor's degree in journalistic integrity and communications. I'm dedicated to providing readers with accurate, specific data in a fun way. I want to convey that enthusiasm to [mention the name of the company] News' famed newsroom floor.

I spent all [number] years of my time at Innovation University on the crew of the [mention the name] Citizen, including [number] months as its Chief editor. Our paper earned the [name] Prize for Best Student Paper in the Nation for [number] consecutive years under my leadership. We also helped [mention the name of the company] save [number] million by identifying a tuition scam and increased the circulation of the [name] Citizen off-campus by [number] %.

While at [name], I held two spots in electronic media, including developing the online edition of the [name] Citizen. I wrote all of the Freshmen News parts of our unit's Facebook page and was the head author for the [mention the name] monthly podcast. I've continued to help with the podcast since graduating, and I've written many op-ed pieces for the [mention the name of the company] News.

Appreciate you for taking a moment to look through my resume and writing examples, which you will find attached. I am convinced that as a reporter at [mention the name of the company] News, I will be able to hit the ground running and offer high-quality, in-depth reporting right away. I'm excited to discuss this opportunity with you.

Thank you,

[Mention the of the sender]

[Mention the phone number]

[Signature]