Ethan Applicant

123 Main Street, Anytown, CA 12345 · 555-555-5555 · ethan.applicant@email.com

April 5, 2021

Harvey Lee

Editor-in-Chief

ACME Times

123 Business Rd.

Business City, NY 54321

Dear Mr. Lee,

For the past ten years, I have followed your career and the success of ACME Times through news events, interviews, and web research. Your dedication to the news media and your understanding of the important role journalists play in today's fast-paced information highway, coupled with your belief in the power of the press, is exemplary.

I have had the privilege of honing my journalistic abilities on three widely different publications. When I left college, I immediately went to work for the typical small-town newspaper and learned all aspects of getting the paper to the people in a timely manner. I then moved to a position as a regional manager for a media corporation composed of small to mid-size newspapers in the Midwest. In my current position, I am Chief Correspondent for one of the largest newspapers in the southwest.

I would like an opportunity to visit with you to get your insight and suggestions on where my skills and abilities would be of the greatest value to the ACME Times and to inquire about possible job openings with your company.

I will call your office to set a convenient time. I do look forward to meeting you.

Sincerely,

*Signature* (hard copy letter)

Ethan Applicant