

Sample Cover Letter

1409 Prospect St.
Washington, DC 20005
May 15, 2003

Ms. Sharon Burns
Managing Editor
Hamilton Journal-News
721 Wabash Ave.
Hamilton, OH 40446

Dear Ms. Burns:

In response to your recent advertisement in the Georgetown University Blue & Gray, I am applying for the position of general assignment reporter. At a recent Associated Press Managing Editors conference you discussed with me the idea of implementing a minority affairs beat in the Hamilton Journal News. I admire your determination to respond to recent pressure and complaints from within the community to address such a need. I am particularly impressed with the philosophy of your organization with regard to diversification and, therefore, would like to begin my career with your newspaper.

This position requires individuals to be independent, have college newspaper experience, and be able to handle assignments under deadline pressure. While completing my English major at Georgetown University, I have demonstrated my strong writing skills. These skills are evident by my experience as a reporter for The Hoya newspaper. I contributed articles to the general assignment desk and was assigned to the minority affairs beat where I often worked under pressure to meet strict deadlines. I believe my strong work ethic and sense of independence will be beneficial to your newspaper.

My resume is enclosed for your further consideration. I hope to meet with you soon to discuss employment possibilities with the Hamilton Journal News. If you have any questions, please do not hesitate to call me at (202) 555-8642 or via e-mail at booberry@georgetown.edu. Thank you for your time and consideration.

Sincerely,

Johanna K. Berry

Enclosure