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**\*SAMPLE COVER LETTER\***  
**DO NOT COPY OR USE**  
**WORD FOR WORD!!!**

January 11, 2006,

Mr. Hammond Reynolds  
FSN South  
1175 Peachtree Street  
NE, Suite #100-200  
Atlanta, GA 30361

Dear Mr. Reynolds,

I am writing with interest in applying for position with FSN South. **ELABORATE ABOUT WHY YOU WANT TO WORK HERE.** I believe my work experience and knowledge about the sports news industry make me a prime candidate to work for your organization.

Although my education in communication and broadcasting has taught me about the various skills needed in the industry, I have put my skills to practice outside of the classroom. My experience includes holding several different positions (talent, producer, and production) on a number of broadcast news shows. Recently, I produced and hosted my own thirty-minute interview show, which focused on a variety of important topics. All of the programs air on MSTV-18, which reaches 9,000 households. Also, in my experience I have had to opportunity to work with FSN South, among other networks (ESPN and Crosscreek Productions), with production of various sports events. This experience was the most rewarding because I got to be a part of your organization's team and work on productions focused on southern sports, which I love.

**CAN ADD AN ADDITIONAL PARAGRAPH WITH MORE INFORMATION ABOUT YOUR SKILLS AND EXPERIENCE. TYPICALLY IT IS WHAT YOU WANTED TO SHARE BUT COULDN'T FIT ON YOUR ONE PAGE RESUME.**

A position with FSN South would be beneficial to both of us. My willingness to learn, work hard, and interest in the sports industry, makes me an ideal candidate for this position. You can be assured that I will give you 100%. Thank you for your careful consideration of my credentials. If you would like any additional information, or samples of my work, feel free to contact me by phone, (662) 555-5555, or e-mail, ([karynbrown@brown.com](mailto:karynbrown@brown.com)). I look forward to hearing from you soon. I greatly appreciate your time and consideration for this opportunity.

Sincerely,

Karyn Brown