TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS: [Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Letter of Intent for Job

Dear Mr. Bernstein,

I am contacting you to express my sincere interest in working in the newsroom of the Chicago Tribune. I was born and raised in Chicago and have fond memories of my father reading the entirety of your paper every Sunday morning; a ritual he maintains to this day. Following my studies and professional success in Massachusetts, I have decided to return home to be closer to my family. I would consider it an honor to contribute to your esteemed publication should a position become available.

I studied journalism at Emerson College, to which I received a full scholarship. I maintained a 3.75 GPA during my undergrad before mastering in journalism at the same institution.

My success as a student enabled me to land a job as a reporter at The Berkshire Eagle where my natural curiosity and my ability to adapt under stressful conditions to meet deadlines quickly gained the attention of the editor in chief. He soon promoted me to the editorial assistant position, and I was able to continue to exercise my organizational skills but learn further the intricacies of digital media and publishing.

I demanded perfection of myself and my colleagues, and this enabled my superiors to promote me to news editor, a position at which I’ve been operating for the past 4 years.

I was able to thrive in the newsroom during my time at The Berkshire Eagle. The Chicago Tribune is an honorable publication; “an American Newspaper for Americans.” I believe that I can be of service to the news team and to my country should you give me the opportunity to work alongside your staff. Please do not hesitate to contact me should you require more information.

Sincerely,

Karen Clarke

[Signature]