Ms. Gina Rocafort

Bureau Chief

East Bay Bureau

California Daily Times

Dear Ms. Rocafort:

I am Mara Smith, a Development Journalism major under the Bachelor of Science in Development Communication degree of the East Bay University. This is to manifest my intent to work as one of your bureau correspondents.

I have been involved in a string of student publications that could speak of my journalistic skills. I am currently part of Perspective, a community newspaper, and have been into journalistic trainings and seminars.

Attached is my resumé for your perusal.

I am hoping for your favorable response.

Sincerely yours,

Mara Smith

Applicant