Mr. George Roberts

Ogdon, Utah 84403

July 5, 2010

Mr. Vince Harrison

Human Resources Officer

The Daily Times

Dear Mr. Harrison,

I read your newspaper advertisement last week regarding the vacant post for news reporter in your company.  I believe that I possess the qualities you are looking for in a news reporter and I would like to apply for the job.

I am a Journalism graduate from a prestigious university and I also have additional units of advanced journalism courses.  As a student, I was editor-in-chief of the university publication and I spent a few months of hands-on experience in a publishing company.  Aside from this, I have attended several trainings on journalism and news writing.  I have a love for writing and have good interpersonal skills needed for effective journalism.

I hope to personally discuss more of my credentials with you.  I have attached my resume for your perusal.  Please contact me at (801) 621 4670 for inquiries.

Sincerely,

George Roberts