

# A successful letter with just a few notes for improvement!

Lisa Jones  
News Director, WBBM-AM  
630 North McClurg Ct.  
Chicago, IL 60611

January 6, 2007

Dear Ms. Jones:

Only two hours after walking in the door of my internship at ChicagoLand Television News. I had written most of that day's afternoon newscast. My confidence and enthusiasm must have been evident for the producer to have assigned me story after story **without hesitation**. She realized I was an intern only after the newscast ended.

Am I a fast learner? You bet. Motivated? Absolutely. At CLTV, I met every challenge that came my way, writing more than 200 stories for broadcast, and consistently delivering quality work under deadline pressure. With the additional skills and experience I've gained as an honors student at the S.I. Newhouse School of Public Communications, I'm confident I would be an exceptional asset to the WBBM news team this summer.

I'm currently responsible for a staff of 40 general assignment reporters at WJPZ Radio in Syracuse, NY. My success as managing assignment editor comes from my **excellent** news judgment and **strong** interpersonal skills. I continue to refine my broadcast abilities by writing, producing and anchoring weekly morning drive newscasts. ~~My talents as a field reporter were proven last year, when I reported live on election night from the Syracuse Democratic headquarters.~~

I know exactly how to track down **the perfect** facts or leads for a story, using LexisNexis, ProQuest, InfoTrac, NewsBank or Internet search engines like AltaVista. Working as a weekend supervisor at the Newhouse School's audio and video editing labs, I provide technical support for a variety of digital and analog editing systems, including SAW.

I would be thrilled to put my skills to work at a station with a reputation like yours. As a Chicago native, WBBM has long been my choice for radio news. Because this letter is only a summary, I would welcome the opportunity to meet with you personally to discuss my background and qualifications.

I will call early next week to arrange for a mutually convenient time for us to meet.

Sincerely,

Jason Johnson

Unnecessary: The writer isn't inside his producer's head! Don't oversell.

Missing "header" (writer's name and contact info); an easy fix: just copy and paste from résumé.

Briefly stating WHICH skills and experiences would make a stronger argument.

In this paragraph, again, don't oversell. Using too many adjectives will work against you. Also, one line about your election night coverage doesn't show a specific quality. Omit or rework.

**Invited to  
interview with  
SIX companies  
with this letter!**