[Today’s Date]

[341 Company Address]  
[Company City, State xxxxx]  
[(xxx) xxx-xxxx]  
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager’s Name],

I am writing to apply for the Radio Personality position at [company name]. I have been a fan of your radio station for several years, and I am thrilled at this opportunity to be considered for this role.

I have three years of radio experience, during which time I worked as a producer, host, and DJ on various shows. I am very comfortable working with a live audience and have always received high praise from listeners and peers.

I also bring with me an extensive knowledge of different types of music and how to perform appropriate research on songs/artists/genres. My experience in both traditional and contemporary music has proved invaluable in my past roles as a radio personality.

In addition to my professional experience, I believe that my personal passion for radio is what separates me from other candidates. Working as a radio personality is more than just a job to me—it's something that I love doing and something that I hope will be part of my life for many years to come.

Thank you for taking the time to review my application materials. If you need any further information about my background, please feel free to contact me at (555) 555-5555 or by email at [name@email.com](mailto:name@email.com) . Thank you again

Sincerely,

[Your Name]

**Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com**

**Robert Smith**

**Radio Personality**