

[Your Name]

[City, State] [Email Address] [Phone Number]

Mr./Ms. [Hiring Manager's Name]

Editor-in-Chief

The New York Times

620 Eighth Avenue New York, NY 10018

Dear Mr./Ms. [Last Name],

My name is [Your Name], and I am a rising junior at the University of Pennsylvania, majoring in Communication. I am excited to express my sincere interest in the Summer Internship with The New York Times as a Guest Editor. As a student-athlete at the University of Pennsylvania, I have developed a unique perspective on time management, teamwork, and leadership. Balancing my academic responsibilities and athletic commitments has taught me invaluable skills in discipline, determination, and resilience, which I believe would be an asset in a fast-paced and demanding environment such as The New York Times.

My passion for communication and journalism is deeply rooted in my experiences both on and off the field. Through my major in Communication, I have honed my writing, analytical, and storytelling abilities, which have been complemented by my involvement as a guest editor for our university newspaper, The Daily Pennsylvanian. This role has allowed me to engage with various topics, provide insights, and elicit thought-provoking discussions on issues impacting our campus community. In addition to my academic and editorial experience, I have actively sought internships and work opportunities that have expanded my practical knowledge in the field of communication. Last summer, I interned with a renowned PR firm [insert name of previous employer], where I assisted in crafting press releases, managing media relations, and coordinating high-profile events. These experiences have not only refined my communication skills but have also instilled in me a passion for bringing stories to life and delivering impactful messages.

As a research assistant to one of my esteemed communication professors, I have delved into the realms of media representation and its effects on society. This experience has exposed me to data analysis, critical thinking, and academic writing, skills that I am eager to apply to the thought-provoking pieces that The New York Times offers.

I hold The New York Times in high regard for its unwavering commitment to journalistic integrity and the profound impact it has on shaping public discourse. I am enthusiastic about the opportunity to contribute my distinct perspective, both as a student-athlete and as a Communication major, to the esteemed platform that your publication provides. The chance to work alongside the talented editorial team at The New York Times would be a dream come true, and I am confident that my versatile skill set, coupled with my unwavering dedication, would make me a valuable addition to your esteemed organization. I am eager to seize this opportunity to learn and grow as a journalist under your guidance.

Thank you for considering my application. I have attached my resume, which further outlines my qualifications and experiences. I look forward to the opportunity to discuss my qualifications and experiences with you further in an interview.

Once again, I express my utmost gratitude for considering my application. I look forward to the possibility of contributing my voice to the influential platform that The New York Times provides.

Sincerely,

[Your Name]