Building your cover letter

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Hiring Manager
Nakuru Times
18 Embu Street
Nakuru, Kenya

RE: Junior Reporter Position

23rd May 2026

Dear Hiring Manager,

1 I am writing to apply for the Junior Reporter position as advertised. I have always been passionate about storytelling and sharing information that helps people understand the world around them. As a regular reader of your newspaper, I admire your commitment to reporting on local issues and highlighting stories that matter to the community.

2 During my time at school, I was an active writer for the school newspaper, where I researched stories, interviewed students and teachers, and wrote articles on events and achievements. This experience helped me develop strong written communication, interviewing and research skills. I also learned how to meet deadlines, work collaboratively with others, and ensure information was accurate before publication.

3 Thank you for taking the time to read my application. I'd love the chance to be considered as part of your team.

Kind regards,

Grace Mwangi

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