

2/1/26

Emma Schulze, HR Assistant
WTTW
5400 North St. Louis Avenue
Chicago, Illinois 60625

Dear Ms. Schulze,

I am a junior at Taylor University as a film and media production major, and I am eagerly seeking an internship for this summer. I have gained valuable skills in video production, audio production, and scriptwriting. Currently I am also in a class where I am learning about news writing. I also am producing and hosting my own podcast this semester. I would love to put some of this knowledge to work in a professional setting at WTTW.

I am a hard-worker, a fast-learner, and I'm comfortable with many kinds of people. My previous bosses said they enjoyed having me as an employee, and said I was a valuable asset to the company. I have done some freelance work during college, and that has demonstrated my strong work ethic and my ability to meet deadlines.

I saw that WTTW offers summer production internships, and I would love to be considered for one of those, especially working on Chicago Tonight. I love the fact that WTTW places an emphasis on local stories and culture, which is something I would like to do in the future. I hope to learn about live television production, and what it is like to work with others in a professional environment. I will be in the area from March 23-March 31, and it would be a privilege to meet with you. I will call in two weeks to follow up. Thank you for your consideration.

Sincerely,

Kevin Smith