Dear Hiring Manager/Editor,

My name is Angel, and I am applying for the open assistant position.

My experiences at past/present internships range from on-the-field reporting, engaging with media and hospitality industry personalities, independently sourcing and adapting relevant, timely news, headline optimization, as well as monitoring and driving traffic.

Most of my past work experiences have been either in the field of long-form feature writing or writing food, travel or human-interest themed content. I'm currently expanding my skills in identifying the most clickable/well-performing writing about lifestyle interests, current affairs and social news, and creating dialogues about viral information through social media platforms.

In the immediate future, I want to put my efforts into facilitating with writing, curating and boosting editorial material that have the potential of becoming immensely popular. I want to help your team develop new, untested ways of audience engagement and traffic optimization. But perhaps more importantly, I simply want to work with great, talented people — to mobilize their visions and objectives.

I work really well within a team of people. I also don’t get frazzled when under tight deadlines and pressure, or when multitasking.

I would love nothing more than to contribute my energy and dedication to your team. Thank you for your time and consideration. I look forward to hearing from you.

Best,

Angel Chang