Jane Jones

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January 1st, 2020

ABC Publishing and Distribution

Editorial Department

Chicago, Illinois

Dear Hiring Manager,

My name is Jane Jones. I came across a job post in which you are looking for editorial assistants for your publishing company. I would like to express my interest in the position. As a recent graduate with writing, editing, and administrative experience, I believe I am a strong candidate for this position.

You specify that you are looking for someone with strong writing skills. As an English major, a writing tutor, and an editorial intern for both a government magazine and a college marketing office, I have become a skilled writer with a variety of experience. My maturity, practical experience, and eagerness to enter the publishing business will make me an excellent editorial assistant. I would love to begin my career with your company, and I am confident that I would be a beneficial addition to your company.

I have enclosed my resume for further details. I am looking forward to a personal interview with you at your earliest convenience. I will also call within the next week for follow-up.

Thank you so much for your time and consideration.

SincerelyJane Jones