

# NICHOLOS PALMER

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Council on Foreign Relations  
58 E 68th St.  
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Dear Hiring Manager,

I am excited to apply for the Editorial Operations Assistant role at CFR. Having worked in the public sphere, particularly at a think tank in Washington DC, I believe I am a strong candidate. Throughout my career, I have thrived in administration and in facilitating workflows and processes for cross-functional teams. With a background in web content management, office administration and marketing operations, I enjoy managing and coordinating information.

I was enthused when I read that this role involves supporting the editorial team. In my previous position at Carnegie Endowment for International Peace in DC, I collaborated with and supported their editorial team on numerous occasions. I have experience serving as the primary liaison between editors and scholarly authors, ensuring both parties' content needs are met, while also collaborating with editors to schedule and publish web content.

In the Editorial Operations Assistant job posting, it is mentioned that the candidate should have strong computer skills. As Web Coordinator, I worked with the editorial team to code written content to HTML/CSS and publish it on the main website. Additionally, I collaborated with editors to write and build email marketing copy to promote Carnegie Endowment's scholarly work. In short, I have a strong familiarity with supporting an editorial team backed up by effective computer and administrative skills. I posit that this experience will allow me to hit the ground running in the Editorial Operations Assistant role.

In conclusion, I hope to bring this experience to the Council on Foreign Relations and to its editorial team. I look forward to speaking more about my qualifications. Thanks for your time and consideration.

Sincerely,

Nicholos Palmer