# Your Name

Street Address

City, ST ZIP Code

Telephone

Email

Website

Date

Recipient Name

Title

Company Name

Street Address

City, ST ZIP Code

Dear [Hiring Manager’s Name],

I am writing to express my enthusiasm for the [specific position] opening at [Company’s Name] as advertised [where you found the job posting]. With a comprehensive background in publishing, complemented by my roles as [your previous titles, e.g., Senior Editor, Assistant Editor], I bring a wealth of experience in editing, project management, and digital media management. My passion for [mention any specific area, e.g., storytelling, content creation, or digital strategies] and a steadfast commitment to excellence align seamlessly with the values and objectives of [Company’s Name].

In my previous role at [Your Last Company], I [mention any significant achievement, project, or responsibility, e.g., managed multiple publishing projects, coordinated with authors and designers, or improved SEO strategies]. This experience has honed my skills in [mention relevant skills, e.g., editing, proofreading, project management], enabling me to contribute meaningfully to your team and the exceptional work at [Company’s Name].

What excites me about the opportunity at [Company’s Name] is [mention any company’s project, initiative, or aspect that attracts you to the company, e.g., its innovative approach to publishing, commitment to authorship diversity, or any unique project they handle]. I am particularly drawn to [mention any specific detail about the company or the job role that attracts you, making sure it aligns with your career goals and values].

Enclosed is my resume, which provides further detail about my professional journey. I am looking forward to the possibility of discussing this exciting opportunity with you. Thank you for considering my application. I am available for an interview at your earliest convenience and can be reached at [your phone number] or via email at [your email address].

Warm regards,

Your Name