

Your address
Your City/State/Zip
Date

Name
Title
Name of Organization
Address
City/State/Zip

Dear Mr./Ms.:

I am writing with regard to the editorial position recently advertised in the Democrat & Chronicle. I hold a B.A. in English with a concentration in Professional Communication and Information Design from Nazareth College of Rochester. I had the opportunity to experience the rigorous activities of an editor through my participation as Assistant Editor for the college literary magazine and found the work challenging as well as fulfilling.

I completed an internship with 98 PXY radio station and learned the process of writing scripts for on-air productions. This particular style of writing involves a great deal of precision and brevity. I learned the benefits of concise writing and accurate reporting. In addition, I gained valuable skills in teamwork and communication. Working closely with a group of peers, I was able to successfully contribute ideas to a reputable organization with an immense audience.

In addition, for the last four years I have worked as a peer tutor for the English Department at Nazareth College. Recommended by a professor, I held the position of Lead Tutor and was able to perfect my abilities to proofread and assess critical writing. I believe this experience allowed me to become a more accurate, creative writer, and I feel that these transferable skills will undoubtedly serve me in all my future endeavors.

I would appreciate an opportunity to meet with you regarding my contribution to your organization. I will be contacting your office within the next week to determine a convenient meeting time. If you would like to contact me, I can be reached at (716) 395-0000. Thank you for your time and consideration.

Sincerely,

Your signature here

Your Name Here