

[Your Full Name]

[Your Professional Title, e.g., Academic Editor]

[Phone Number] | [Email Address]

[LinkedIn Profile/Portfolio URL]

[Date]

[Hiring Manager Name]

[Department Name]

[University or Publishing Institution]

[Address]

Dear [Mr./Ms./Mx. Last Name],

I am writing to express my interest in the **[Position Title]** at **[Institution Name]**, as advertised in **[Source of Advertisement]**. With a background in **[Specific Academic Field]** and [Number] years of experience in scholarly publishing and editorial management, I am confident in my ability to enhance the quality and impact of your academic publications.

Throughout my career, I have specialized in transforming complex research into clear, accessible, and rigorous content. At **[Previous Institution]**, I managed the end-to-end editorial process for [Type of Content, e.g., peer-reviewed journals/textbooks], ensuring strict adherence to [Style Guide, e.g., APA, Chicago, or AMA] standards. My expertise includes **[Key Skill 1]**, **[Key Skill 2]**, and **[Key Skill 3]**, all of which align with the requirements of this role.

I am particularly drawn to **[Institution Name]** because of its reputation for **[Mention a specific project, journal, or value of the institution]**. I am eager to apply my meticulous attention to detail and my deep understanding of the peer-review process to support your editorial team and contribute to the advancement of scholarly discourse.

Thank you for your time and consideration. I look forward to the possibility of discussing how my editorial background can benefit **[Institution Name]**.

Sincerely,

[Your Signature]

[Your Printed Name]