

# [Your Full Name]

[Phone Number] | [Email Address] | [LinkedIn Profile]  
[Portfolio URL / Blog Link]

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[Date]

[Hiring Manager Name]  
[Publication/Company Name]  
[Address/City, State]

Dear [Hiring Manager Name],

Regarding the **[Job Title]** position at [Company Name], I am writing to express my interest in contributing my editorial expertise to your content team. With a proven track record in digital storytelling and audience engagement, I specialize in creating high-quality, SEO-driven content that resonates with [Target Audience].

During my tenure at [Previous Company/Blog], I honed my ability to manage the full editorial lifecycle. My core competencies include:

- **Content Strategy & Planning:** Developing editorial calendars that align with brand voice and seasonal trends.
- **Editorial Rigor:** Maintaining high standards for grammar, tone, and factual accuracy across all long-form and short-form posts.
- **SEO & Analytics:** Optimizing content for organic reach and utilizing [Tool Name, e.g., Google Analytics] to refine performance.
- **Audience Growth:** Increasing monthly unique visitors by [X]% through targeted content series.

I have followed [Company Name]'s coverage of [Specific Topic] and admire your commitment to [Specific Brand Value]. I am confident that my ability to synthesize complex information into accessible, engaging narratives will be a significant asset to your editorial team.

Thank you for your time and consideration. I look forward to the possibility of discussing how my editorial background can support your content goals.

Sincerely,

[Your Name]