

[Your Full Name]

[Your Address]

[Your Phone Number]

[Your Email]

[Portfolio Link / LinkedIn]

[Date]

[Hiring Manager Name]

[Title, e.g., Senior Editor]

[Publishing House Name]

[Department, e.g., Fiction / Academic / Trade]

[Address]

Dear [Hiring Manager Last Name],

I am writing to express my enthusiastic interest in the [Position Title, e.g., Editorial Assistant] position at [Publishing House Name], as advertised on [Source of Job Posting]. Having long admired [Publishing House Name]'s commitment to [mention a specific genre, author, or recent publication], I am eager to bring my editorial skills and passion for storytelling to your team.

In my previous role at [Previous Company/University], I developed a keen eye for detail and a deep understanding of the editorial lifecycle. My background includes [mention key skill: e.g., developmental editing, copyediting, proofreading, or managing slush piles]. I have successfully managed [mention a specific achievement: e.g., a high volume of manuscripts / tight production schedules / author communications], ensuring that every project met the highest standards of quality and brand voice.

I am particularly drawn to [Publishing House Name] because of [mention a specific reason: e.g., its innovative approach to digital publishing / its prestigious backlist / its focus on diverse voices]. My ability to balance creative insight with administrative precision makes me a strong fit for the collaborative environment of an editorial department. I am proficient in [mention software: e.g., Chicago Manual of Style, Adobe InCopy, or specific CMS tools].

Thank you for your time and for considering my application. I look forward to the possibility of discussing how my editorial background can contribute to the continued success of [Publishing House Name].

Sincerely,

[Your Signature]

[Your Printed Name]