

[Your Full Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]
[LinkedIn Profile/Portfolio Link]

[Date]

[Hiring Manager Name]
[Title]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

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

Regarding the Senior Editorial Assistant position at [Organization Name], I am submitting my application to demonstrate how my [Number] years of experience in high-volume publishing and content management align with your editorial goals. Having spearheaded [specific type of project or publication], I am prepared to provide the high-level administrative and creative support your editorial team requires.

In my previous role at [Previous Company], I refined my ability to manage the end-to-end editorial lifecycle. I successfully coordinated with authors, freelance copyeditors, and production teams to ensure that [Quantity] titles/articles were delivered on schedule and within budget. My technical proficiency in [mention specific software like CMS, Adobe Suite, or InCopy] allowed me to streamline workflows, reducing turnaround time by [Percentage/Timeframe].

I am particularly drawn to [Organization Name] because of your recent work on [specific book, article, or initiative]. My background in [specific niche or genre] and my meticulous eye for detail ensure that I can maintain the integrity of your brand's voice while managing the rigorous demands of your publication calendar. I am adept at proofreading, fact-checking, and managing complex permissions, ensuring every piece of content meets the highest standards of excellence.

I look forward to the possibility of discussing how my editorial expertise and organizational skills can contribute to the continued success of [Organization Name]. Thank you for your time and consideration.

Sincerely,

[Your Full Name]