

Subject: Editorial Assistant Position - [your name]

Email Message:

Dear Hiring Manager,

I would like to express my deep interest in a position as editorial assistant for your publishing company.

As a recent graduate with writing, editing, and administrative experience, I believe I am a strong candidate for a position at the [insert name of publishing company].

You specify that you are looking for someone with strong writing skills. As an English major at [insert college institution or university you have graduated from], [enumerate previous experience in writing and other necessary experience], I have become a skilled writer with a variety of publication experience.

My maturity, practical experience, attention to detail, and eagerness to enter the publishing business will make me an excellent editorial assistant. I would love to begin my career with your company and I am confident that I would be a beneficial addition to the [name of Publication Company].

I have attached my resume to this email. For further questions, do contact me through my phone number or email address that I have provided.

Thank you so much for your time and consideration.

Sincerely,

[Your Name]

[Your Name]

[Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[LinkedIn URL]