

Cover Letter Outline:

Your Name, City, State, phone number, and email address (same letterhead as your resume)

Date You're Applying

Hiring Manager's Name

Hiring Manager's Job Title

Company Name

Company Address

Dear (Hiring Manager's Name or Company Name if can't find the name of the person)

1ST PARAGRAPH

Job applying for & How you discovered it:

Why are you interested in their company (what makes them unique?):

What 2-3 things make you a qualified candidate for this job?

- Qualification 1:
- Qualification 2:
- Qualification 3: (If needed)

2ND PARAGRAPH – Qualification 1, where you got it (example), and how it applies to the role.

Qualification 1:

Qualification 1 example (using STAR Method):

- Situation:
- Task at hand:
- Action you took:
- Result:
- Relate it back to job posting:

3RD PARAGRAPH (4th Paragraph if needed) - Qualification 2, where you got it (example), and how it applies to the role

Qualification 2:

Qualification 2 example (using STAR Method):

- Situation:
- Task at hand:
- Action you took:
- Result:
- Relate it back to job posting

LAST PARAGRAPH:

Restate your qualifications again:

Thank them for their time and consideration & **reiterate your interest** in the position and/or company:

Best times and **ways to reach you**. (phone number and email)

Sincerely,

Signature

Your First Name Last Name

Example Cover Letter

SAM SMITH

Cheney, WA | 509.555.5555 | email@gmail.com

March 6, 2025

Shepard Henderson, Chief Nonfiction Editor
Alfred A. Knopf, Inc
175 Fifth Ave.
New York, NY 10010

Dear Shepard Henderson,

When I found the Editorial Assistant position on Indeed, I was excited about the opportunity to apply my editing, writing, and organizational skills in a professional setting. As a senior at Eastern Washington University, majoring in Technical Communication, I have developed a strong foundation in publishing and editing. My experience as an editor, writer, and office assistant has prepared me well for this role.

As an editor for *Northwest Boulevard*, EWU's literary magazine, I have spent two years reviewing submissions, guiding authors through revisions, and writing acceptance and rejection emails. This experience has strengthened my editing skills, attention to detail, and ability to communicate effectively with writers—skills directly applicable to the role of an Editorial Assistant in managing submissions and maintaining a smooth editorial process.

I also gained valuable writing and marketing experience through my internship with *Get Lit!*, where I wrote press releases, researched authors, and helped with promotional materials. I worked on advertising strategies and media campaigns, which improved my ability to engage different audiences. These skills are important for an Editorial Assistant position, as I can contribute to writing and promoting content while ensuring deadlines and marketing goals are met.

Beyond publishing, I have developed strong administrative skills through two years of working in the residential halls, assisting residents and managing office tasks. Additionally, my classroom volunteering experience involved photocopying, copyediting, and organizing manuscripts. These experiences have sharpened my ability to manage multiple tasks, stay organized, and perform detailed administrative work—key qualities for supporting a busy editorial team.

With my hands-on experience in editing, writing, and office work, I am confident that I am well-prepared for the responsibilities of the Editorial Assistant role. Whether it's guiding authors through revisions, writing press materials, or managing daily administrative tasks, I have the skills to contribute to the smooth operation of your team. I am eager to bring my skills and passion for publishing to this position. Thank you for your time and consideration — I look forward to the opportunity to discuss my qualifications further. You can reach me at (509) 555-1212 or email@gmail.com.

Sincerely,

Sam Smith

Sam Smith