

Valerie Jones
Editorial Director
Argonaut Press
123 42nd Street
New York, NY 10000
October 20, 2003

Dear Ms. Jones,

I am responding to your advertisement in The New York Times listing an open assistant editor position at Red Ink Press. I believe that I meet the qualifications for this position and would like to submit my name for consideration.

As you can see from my enclosed resume, I have written for several local publications as a freelance contributor (see enclosed writing samples) and I have editorial experience from my time on the editorial board of The Banner, a weekly college newspaper with a circulation of 5,000.

I am also familiar with the accounting industry, having worked part-time for a local CPA while I was in college. This background could prove useful in understanding the needs and the perspective of your professional audience, who rely on your publications for insight into the trends in the accounting industry.

Thank you for your consideration. I look forward to the prospect of speaking to you further about this position.

Sincerely,

John Doe

Enc. Resume
Writing samples