

Adam Plant
145 Main Street
West Long Branch, NJ 07764

January 4, 20xx

Ms. Jane Doe
Vice President
ABC Publishing
111 Fifth Avenue
New York, NY 10001

Dear Ms. Doe:

I am writing to express my interest in the Editorial Assistant position that was advertised in Monmouth University's Career Services job newsletter. I will be receiving my Bachelor of Arts degree in History this coming May.

I have a great deal of experience in writing and editing. I have been an Assistant News Editor of the Outlook, the Monmouth University newspaper, for the past two years. One of my primary responsibilities in this role has been to proofread articles submitted by student reporters regarding campus events, and national and local news. This experience has helped me to polish my editing skills. It has also taught me time management and communication skills by working under tight deadlines often in a team setting.

My coursework at Monmouth University has greatly sharpened my writing skills. As a History major, I am required to write papers of varied lengths. The curriculum also developed my research and analytical abilities. I have excelled academically, with a 3.75 grade point average. I know that these proficiencies combined with my past editorial experience will make me a valuable member of ABC Publishing.

I am hopeful we can arrange a time to further discuss this opportunity. I can be reached at (732) 555-1234 or AdamPlant@email.com. I look forward to hearing from you.

Sincerely,

Adam Plant