**ENTRY LEVEL COVER LETTER**

Subject: Editorial Assistant Position - Jane Jones

Dear [Name of Hiring Manager or “Hiring Manager”]:

I would like to express my deep interest in entering a position as an 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 123 Publishing Company.

You specify that you are looking for someone with strong writing skills. As an English major at XYZ University, a writing tutor, and an editorial intern for both a government magazine and a college marketing office, 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 am confident that I would be a beneficial addition to the 123 Publishing Company.

I have attached my resume to this email and will call within the next week to see if we might arrange a time to speak together.

Thank you so much for your time and consideration.

Sincerely,

Jane Jones

Email: janejones@gmail.com

Cell: (555) 555-5555

LinkedIn: linkedin.com/in/janejones