**ENTERY LEVEL COVER LETTER**

Jane Gordon

7903 Harbor Street Portland,

97035 (000) 123-1234

jgordon@email.com

September 1, 20XX

Alexander Jeffries
Human Resources Manager
Portland Bay Books
801 Powell Street, Suite #200
Portland, OR 97035

Dear Mr. Jeffries:

Last week I had the pleasure of meeting with Portland Bay Books’ recruiter, Sarah Smith, at the job fair held on the campus of Portland State University. As a graduating senior with a major in English and a minor in Communications, I was interested to learn about your publishing operations. Please accept the attached resume as a sign of my deep interest in becoming your next Editorial Assistant.

During my studies in the English Honors Program at Portland State University, I have honed strong analytical, writing, and grammatical skills that will serve me well in this position. For the past four years I have been a book reviewer for our department’s literary journal, Chiaroscuro, and am now serving as its Senior Editor. I thus understand how to collaborate with a team of writers, how to brainstorm engaging content, how to proofread manuscripts and perform line edits, and how to design page formats.

I am also currently completing a three-month internship as a Marketing Assistant with ABC Marketing, a role which has provided me with “real world” experience in conducting competitive market research, creating social media posts for client companies, and designing unique corporate newsletters.

My technical skills include Microsoft Office Suite (Word, Excel, Outlook, Access, and PowerPoint) and the Adobe Creative Cloud suite of publication tools. You can view samples of my writing and design work in my online portfolio at http://JaneGordon.weebly.com.

Eager to learn more about your expectations for your next Editorial Assistant, I would welcome the opportunity for a personal interview. Thank you for your time, consideration, and forthcoming response.

Sincerely,

Jane Gordon