July 13, 2016

Copyeditors Inc.  
341 Industry Lane  
Newarre, CA, 95555  
(916)555-5555

mslack@copyeditorsinc.com

Dear Mr.Slack,

This letter is to introduce myself as an applicant for the copywriter position at Copyeditors Inc. My skills and experience position me as a strong candidate for the role and I am confident I will help your organization both in handling its regular workload and long-term goals.

While pursuing my Bachelor’s Degree in Journalism at Sacramento State, I have developed strong compositional and editing skills, as well as an eye for detail. I served as assistant editor for the university newspaper and have been involved in two separate and independent non-fiction and journalistic magazines. I also served as an intern for the Jelly Belly company, where my responsibilities included copyediting and writing support. My accomplishments include:

* Writing 19 articles for the Sacramento State university newspaper
* Assisting with the composition of corporate copy and outbound correspondence at Jelly Belly International Inc.
* Founding editor and writer for The Steam and SacDrinkSpot magazines

My attached resume further illustrates my duties and accomplishments at Chai & Associates, as well totality of my nine years of experience at other companies and organizations.

With my educational background and internship experience, I am well-suited to work as a copywriter for Copyeditors Inc. I have attached my resume to further illustrate my experience, skills, and academic background. I look forward to hearing from you and would be happy to visit your office for an interview. Thank you for your time and consideration.

Yours sincerely,

Jesse Jones