

# Mary Martin

Providence, RI, 02914

(206) 555-5555

[mlmartin@aol.net](mailto:mlmartin@aol.net)

October 19<sup>th</sup>, 2018

Ms Stephanie Everly  
Managing Editor  
Dickinson Press  
12 Main Street  
Amherst, MA 11001

Dear Ms Everly:

I am writing to express my keen interest in the editorial assistant position you advertised with the University of Rhode Island's Career Center. I will be receiving my bachelor of arts degree in English in June 2019, and I am eager to join a small publishing house where I can use my skills in writing, editing, proofreading, research, and critical analysis. Based on my knowledge of Dickinson Press publications and objectives, I believe that my educational background and abilities would be an excellent match for the editorial position.

Through my academic work in English language, literature, and writing, I am prepared to make meaningful contributions to editorial discussions and to function as a member of your editorial team. In addition to my university training, I have held editorial positions with *5 Cent Cigar*, the University of Rhode Island's undergraduate literary journal, and with Steubing Press, a small publishing house specializing in non-fiction and regional publications in the Northeast. These intern positions have provided me with experience in editing, proofreading, fact checking, production scheduling, working with off-site vendors, sales, marketing, and customer service. My positions with a small publication and a small press have taught me to manage my time effectively, adapt readily to new responsibilities, work as a team member, and function well under pressure. The writing skills I developed through my background as an English major have been further refined in both of these positions, where I learned to write concise, persuasive prose for press releases, catalog statements, and website content. Both positions afforded me an in-depth understanding of the important and varied behind-the-scenes work involved in book publishing.

I hope you'll agree that the combination of my academic training and my internship work in publishing has provided me with excellent preparation for the demands of a literary editorial position with Dickinson Press. Thank you for your time and consideration. I look forward to meeting with you to discuss this opportunity in greater detail.

Sincerely,

Mary L. Martin