**Robert Smith**

***Contact details***

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**Assignment Editor**

[Today’s Date]

[341 Company Address]  
[Company City, State xxxxx]  
[(xxx) xxx-xxxx]  
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager’s Name],

This is in regards to my job interest in the post of Assignment Editor at [XXX Company]. I believe that my experience and educational background have equipped me with the necessary skillset to make me a perfect fit for this role.

[XXX Media Company] has been the torchbearer in the news industry in being the first to bring the latest news and updates to its readers. Your company has set a benchmark for other news agencies when it comes to the authenticity of the news. It would be my dream come true to work in such an honorable media company such as yours.

I have been working for 2 years as an Assignment Editor at YYY [Media Company]. My time at the company has given me working knowledge on how to manage a team and employ the right talent for the work.

At my current workplace I hold the following responsibilities:

* Decide the story coverage for each day and assign it to reporters.
* Coordinate daily events, press conferences, and daily broadcasts.
* Oversee news coverage over major political events and work on the ground level by contacting protestors and congressmen.
* Edit and proofread the news copy to ensure that it adheres to legal and ethical standards.
* Write content for the Social Media pages and the official website.

My long term career in the journalism industry has provided me with a great network of contacts. I have an intuitive knowledge of good ideas and topics that would make great stories. I will be thrilled to join your experienced team of editors and reporters and work closely with them on socially relevant stories.

I am looking forward to hearing from you to discuss my candidacy and other qualifications. Thank you for your time and consideration.

Yours Sincerely,

[Your name]



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