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| **Robert smith**  **Associate Editor** | **Phone**: (123) 456 78 99  **Email**: info@qwikresume.com  **Website**: [www.qwikresume.com](http://www.qwikresume.com)  **LinkedIn**: linkedin.com/qwikresume  **Address**: 1737 Marshville Road, Alabama. |

[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],

I am writing to express my interest in the Associate Editor position at [name of company] that was posted on [date].

As a writer, editor, and content creator, I have a wide range of skills and experience that would make me an excellent addition to your team. I also bring with me a passion for the written word and for creating content that is relevant, engaging, and well-written.

I have six years' experience in publishing and editing as a Copywriter for [company name]. In this role, I write high-level marketing copy for various campaigns. As part of this work, I edit others' work to ensure that our brand's voice is maintained throughout all campaigns.

In addition to my editorial experience, I also have extensive experience working with other creatives to develop concepts and ideas. In my current role as Copywriter at [company name], I work closely with designers and other creatives to ensure that copy aligns with the overall design of campaigns.

I would be excited to join your editorial team and help create content that is engaging and appealing to readers. Please find my resume attached—it contains examples of my writing and editing experience as well as some samples of recent articles or blog posts that I've written.

Thank you so much for your time and consideration. Please feel free to contact me if you need any additional information regarding my qualifications.

Sincerely,

[Your Name]