

[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 read your job announcement for the Proofreader position on Linkedin with great interest. I have completed my master's in the English Language. English has been my forte, and as an individual who is focused on perfection, I am great in terms of grammar and language. I am confident to make a superb addition to your content development team. I had completed my 6 months of internship learning about professional & creative content editing and proofreading.

Please go through the list of my career credentials written below:

* Proofread all editorial content of the company to ensure accuracy and consistency.
* Verify the content for uniqueness.
* Match figures and factual data with the reference records.
* Rephrase sentences to strengthen arguments.
* Fact-check the content, including the reference data and blogs.
* Correct the errors in spelling, grammar, word choice, style, and formatting.
* Spot inconsistencies in the formatting and content of emails, web pages, and PDFs.
* Edited 300+ articles last month.

I have an unmatched ability to work in sync with the content niche and maintain the usage of new words in a way that is easily understandable to the readership. My checklist includes thoroughly checking on hyphenation, style formatting, and capitalization. I am a competent professional with expertise in drafting artwork briefs in order to ensure content detailing.

Please take a look at my attached resume to understand my role suitability. I am hoping to secure a further round of discussion. Thank you for your kind consideration.

Best Regards,

[Your Name]

**Robert Smith**

**Proofreader**