

Dear Mr. Adams,

I'm submitting an application for the editorial position you advertised on SuperJobs on September 10.

I've spent the last year and a half working full-time as a writer and editor for a publishing company that specializes in educational content. During that time, I've logged thousands of hours doing everything related to the editorial process, including copy editing, proofreading, content entry, and quality assurance. I currently manage a team of over 40 freelance writers who work on a variety of different subjects, and I ensure that the quality of every submission meets our high editorial standards. I'm also very familiar with English grammar and usage and have no trouble adapting to various style guides.

What I like most about my current job is that it gives me the opportunity to learn and be creative, and it looks like this position would do the same. I feel that I could be a valuable asset to your team, and I bring to the table all of the skills that you require in an editor.

I look forward to discussing my qualifications further and can be reached by email at [npeterson@email.com](mailto:npeterson@email.com) or by phone at 460.555.0198.

Thank you so much for your time.

Best,  
Nicole Peterson

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