

Sample Cover Letter

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March 3, 2010

Ms. Jane Smythe
Vice President
XYZ Publishing
555 Fifth Avenue
New York, NY 10001

Dear Ms. Smythe:

I am writing to express my interest in the Editorial Assistant position that you posted through Columbia University's Center for Career Education. I will be receiving my Bachelor of Arts degree in English in May 2010. My academic background and recent work experience have prepared me well for this position at XYZ Publishing. I was particularly excited to read about the job opening at XYZ as I am keenly interested in academic publishing.

Through my education and practical training, I have gained extensive writing and editing experience. As an intern at Random House, I fact-checked manuscripts, proofread galleys, and worked closely with editors. For the past year, I have been the News Editor of the Columbia Spectator student newspaper after serving as Food Critic during the previous year. In these roles, I wrote numerous original articles and edited the writing of my staff. In addition, publishing a daily paper taught me how to work as part of a team to reach a common goal under deadline pressure.

Working as an Editorial Assistant will allow me to apply the literary knowledge and communication skills I developed through my college coursework. As an English major I read a broad range of literature and have written creative, critical, and theoretical papers on a wide variety of topics. I believe that the writing, research, and editorial skills I gained through my education in the classroom and on the job will enable me to make a strong contribution to XYZ Publishing.

The chance to contribute to XYZ Publishing, an academic publishing house whose texts I used in many of my recent courses, is very exciting to me. I know that XYZ Publishing has recently experienced a period of tremendous growth, and I look forward to working for such a dynamic company. If you have any questions, please contact me at (212) 853-0000 or LAI1@columbia.edu. Thank you for your time and consideration. I look forward to hearing from you.

Sincerely,

Lydia Askins

This letter is only a guide to give you an idea of what to include in your letter.
We suggest that you write the first draft of your letter without using a sample to guide you.
The most important quality you can convey in your cover letter is enthusiasm, and this must be done in your own style.