

## **SAMPLE COVER LETTER FOR A RECENT COLLEGE GRADUATE**

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Dear Mr. Lambert,

I would like to express my interest in a position as editorial assistant for your publishing company. As a recent graduate with writing, editing, and administrative experience, I believe I am a strong candidate for a position at the 123 Publishing Company.

You specify that you are looking for someone with strong writing skills. As an English major, a writing tutor, and an editorial intern for both a government magazine and a college marketing office, I have become a skilled writer with a variety of experience.

Working as an office assistant at the Career Services Office at XYZ College has given me the skills necessary to perform various administrative tasks required of an editorial assistant. My job has helped me gain experience in making phone calls, performing ordinary office duties, and executing numerous tasks that involve computer programs such as Microsoft Access and Excel. For three years I have carried out these responsibilities and others with organization, speed, and accuracy, and I know I will be able to apply these abilities to a position with your company.

Although I am a recent college graduate, my maturity, practical experience, and eagerness to enter the publishing business will make me an excellent editorial assistant. I would love to begin my career with your company, and am confident that I would be a beneficial addition to the 123 Publishing Company.

I have enclosed my resume, and will call within the next week to see if we might arrange a time to speak together. Thank you so much for your time and consideration.

Sincerely,

Susan Sharp '09  
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XYZ Town, NY 11111  
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