

Application for Summer Editorial Internship

[Your Name]

[Your Address]

[City, State, Zip]

[Your Email]

[Your Phone Number]

[Date]

[Hiring Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip]

Dear [Hiring Manager's Name],

I am writing to express my interest in the Summer Editorial Internship position at [Company Name], as advertised on [where you found the job listing]. I am currently a [your year, e.g., junior] at [Your University] majoring in [Your Major], and I am eager to gain hands-on experience in editorial work while contributing to your esteemed publication.

During my academic career, I have honed my writing and editing skills through various projects, including [briefly mention relevant projects, positions, or experiences]. I am proficient in [mention any relevant software or tools] and am passionate about [specific area of interest related to the internship].

I am particularly impressed by [something specific about the company or publication] and would be thrilled to collaborate with your talented team to create engaging content for your audience. I am a detail-oriented individual with a strong work ethic and a genuine enthusiasm for storytelling.

Thank you for considering my application. I have attached my resume for your review. I look forward to the opportunity to discuss how my skills and interests align with the goals of [Company Name].

Sincerely,

[Your Name]