

Letter of Submission for Editorial Internship

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company/Publication Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in the editorial internship position at [Company/Publication Name] as advertised [where you found the position]. I am currently a [Your Year, e.g., junior] studying [Your Major] at [Your University], and I am eager to gain hands-on experience in the editorial field.

During my studies, I have developed strong [mention relevant skills, e.g., writing, editing, research] abilities, and I have gained practical experience through [mention any relevant experience, e.g., writing for a campus publication, internships, freelance work]. I am particularly fascinated by [mention specific area of interest related to the publication], and I believe that this internship would be a valuable opportunity for me to contribute to [Company/Publication Name] while honing my skills.

Attached is my resume for your review. I hope to discuss my application further and explore how I can contribute to your team. Thank you for your consideration.

Sincerely,

[Your Name]