

# Application for Editorial Assistant Position

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Hiring Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the Editorial Assistant position at [Company's Name] as advertised on [where you found the job listing]. With a background in [your background, e.g., English Literature, Journalism], combined with my passion for [related interest or skill], I believe I am well-equipped to contribute to your editorial team.