

# Application for Editorial Assistant Internship

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[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 Internship position as advertised on [Where You Found the Job Posting]. With a strong passion for writing and experience in editorial work, I believe I would be a valuable addition to your team.

I am currently a [Your Major] student at [Your University], where I have honed my writing and editing skills through various projects and coursework. My previous internship at [Previous Company/Organization] provided me with hands-on experience in proofreading articles, assisting in content creation, and conducting research for editorial pieces.

I am particularly drawn to [Company's Name] because of [specific reason related to the company or its projects]. I admire [something specific about the company] and I hope to contribute to [mention any specific projects, goals or values of the company].

Enclosed is my resume for your consideration. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the goals of [Company's Name]. Thank you for considering my application.

Sincerely,  
John Doe