

Your Name
Your Address
City, State, Zip Code
Your Email
Your Phone Number
Date

Hiring Manager's Name
Company Name
Company Address
City, State, Zip Code

Dear Hiring Manager's Name,

I am writing to express my interest in the Publishing Assistant position listed on [where you found the job posting]. With a strong background in literary studies and hands-on experience in editorial work, I am excited about the opportunity to contribute to [Company Name].

During my time at [Your Previous Employer or University], I developed a keen eye for detail through [specific experience or project related to editing or publishing]. My role allowed me to collaborate with authors and understand the intricacies of the publishing process, from manuscript assessment to final proofreading.

I am particularly drawn to [Company Name] because of [specific reason related to the company's mission, values, or projects]. I am eager to leverage my skills in organization and communication to support your editorial team further.

Thank you for considering my application. I look forward to the possibility of discussing how I can contribute to the success of your team.

Sincerely,
Your Name