July 24, 2009

Mr. John Patterson

Publisher

First Books Publishing

334 West Bridge Avenue

Boston, MA 01348

Dear Mr. Patterson:

This cover letter expresses my intention to apply to the editorial position in your company, as advertised on the online Boston classified ads. After I have graduated with a Bachelor’s Degree in Creative Writing, I worked for a daily newspaper in my hometown in Pennsylvania as an assistant editor. After five years of work experience at Daily Post, I am considering to make further advancements on my career by working full-time on a company. I have been very familiar with your publications and I believe that my skills would qualify to the standards you have set in your company.

I fully understand that it is very difficult to find quality editors but I ensure you that I can deliver the highest quality with full enthusiasm for the job. My previous work has honed my ability to interact with writers and editors making it very convenient for me to coordinate with a team.

I have attached my resume and a portfolio for your assessment. You can call me on my cellular phone indicated in my contact details if you would like to have a personal meeting to discuss employment concerns. Thank you for your time and kind consideration.

Sincerely,

Edward Norton