**[Full Name]**

**[Physical Address]**

**[Telephone Number]**

**[Email Address]**

**[Date]**

Application for the position of Editor.

Dear **[Recipient’s Name]**,

I am writing to apply for the editor position as advertised on **[where you saw the advertisement]**. My training, management experience, creative abilities, and keen eye for detail make me a perfect fit for the position and I look forward to becoming a valued member of the **[company]**.

I have a **[qualification]** from **[institution]**, **[location of institution]**, and **[number of years]** years of experience working as an editor, most recently at **[company]**. As per the requirements for the position at **[company]**, you will notice in my resume that I **[mention skills, competencies, or experiences that answer directly to the requirements listed in the job posting]**.

Over the years I have **[talk about things you've accomplished, big projects you've coordinated, important responsibilities you were given, other departments you've worked with, etc]**. Experience has taught me to nurture relationships, communicate effectively, and lead by example.

I am thrilled to be applying to **[company]**,because I admire your **[name two or three things you know about the company in general that you like]**.As the editor, my commitment to the highest standards of accuracy and accountability will be of the greatest benefit to **[company]**.

Please find my resume and portfolio attached. Feel free to contact me via email or phone call if I can be of any further service.

Thank you for taking the time to consider my application. I look forward to hearing from you.

Sincerely,

**[Your Name]**