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| Short Cover Letter Example | | |
| andrew.gray@gmail.com | 456 E Red Bridge Rd, Kansas City, MO 64131 | (123) 456-7890 |

[Today’s Date]

[Hiring Manager’s Name]

123 Company Address

Company’s City, State, Zip Code

(123) 456-7890

hiring.manager@gmail.com

Dear [Mr./Ms./Mx.] [Hiring Manager’s Surname],

I’m writing to apply for the chief copy editor position at The Atlanta Journal-Constitution you advertised on Indeed.com.

Here are the reasons why I believe I’d be suitable for the role:

* I know the AP stylebook inside and out
* I have 7+ years’ experience as a sub-editor, including 2 as deputy chief copy editor
* In my current role, I edit 7,000 words per day
* I’m used to working to a (midnight) deadline
* I’ve adapted to working on rotation, often working weekends
* As deputy chief copy editor, I’m responsible for all copy editing on 3 days a week, supervising a team of 5
* Since I was hired, I’ve reduced the incidence of typos by 17% through my attention to detail and organizational skills

Thank you for reviewing my qualifications. You can contact me at your convenience to organize an interview at (123) 456-7890 or your.name@email.com. I look forward to hearing from you.

Sincerely,

**Andrew Gary**