



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