



Sample Cover Letter

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Ms. Jayasri
Integra Software Services Pvt. Ltd.
100 Feet Road,
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Pondicherry, India

Dear Ms. Jayasri:

I was introduced to your Technical Editor position at Integra by a professor at my university. This position would be a great opportunity for me to use my publishing and editing experience to positively impact an expanding and people-focused international business. The goals you have set to not only improve the ease of access to an education through printed and digital mediums, but to also include a diverse staff in background, culture, religion, nationality and gender made me feel like I would be working within a tight family, spreading knowledge and setting an example, to shape an evolving community. Working at *Jet Fuel Review*—a diverse and international journal for literature and art based from Lewis University, founded and run completely by students—I have learned copy editing, formatting in digital mediums, and professional collaboration with coworkers as well as authors and artists, all of which are necessary to succeed in your growing outsourcing business.

The work I have done for *Jet Fuel Review* started as the duties of an assistant fiction editor and has grown over the past two years, as I became a head series editor in charge of fiction, nonfiction, and art & design where my jobs include indicating spelling, formatting, and stylizing errors to the layout editor, reviewing each submission to determine if it is publishable, contacting authors and artists concerning what is accepted and rejected, managing the accepted submissions within my categories, and working within tight time constraints to have an entire journal ready by the deadline of its publication date. Recently added to my duties is assistant layout editing, where I do the more technical corrections for our e-journal such as create digital tables of contents for past and current issues and assist with the design, formatting and actual creation of the website. I am also responsible as a layout editor, when the deadline approaches, to gather all accepted submissions and create and design a beautiful, modern e-book, including individual links to view the pieces of work. All of these skills would be valuable to Integra Software Services in providing publishers with functional and technically-sound digital books within specified time limits.

As one of your main focuses is to provide services to educational institutions and education content providers, I greatly respect your clear passion for the educational community, which is also present in your diversity and constant strive for gender equality. As a woman who has pursued a higher education, these values you have truly resonate with me. My concentration in Lewis was Professional and Creative Writing, within which I have had the opportunity to take classes such as Publishing Practicum, Professional Writing, and Writing in Digital Media. These have all given me experience writing professional documents such as white papers and project proposals, as well as technically creating and designing online journals and websites.

My experience as editor for an online international journal has prepared me for a work environment that corresponds with people throughout the world, any editing that is technical, stylistic and grammatical, and within a strict time constraint, all of which I believe are important qualities to be a successful member of the Integra family. I would love to find my home with Integra, and I hope to hear back from you soon. Please email me at writingcenter@lewisu.edu so we can schedule an interview.

Sincerely,

Applicant's Name Here