

James Brown

238 Broadway

New York

NY

United States

To

The HR Manager

XYZ Company

354 F 63rd Street

New York

NY 10022

United States

Sub- Copy editor cover letter.

Respected Sir/Madam

Recently, I got news from one of my friends about the hiring session which is happening at your company for the position of copy editor. I want to apply for the same. I would like to be a part of your company as a copy editor. I am good at all the things which you have mentioned in the description section.

Let me tell you about my qualifications, skills, experience and the reason I chose your company to work for. Firstly, I have done my schooling from [mention the name of the] in the year of [mention the year]. I love to write from my school time, that's why I chose journalism and mass communication to pursue.

I did my graduation from [mention the name of the institution]. After that the college placement, I got a job at [mention the name of the company] as a [mention the job]. There I worked for [mention the years]. From there, I enhance my skills and knowledge in this field.

After that I worked at [mention the name of the company] for [mention the years] as a copy editor, there I learnt about the work of a copy editor and got to learn the duties which they need to perform. Now I am confident that I will be able to do the job of copy editor properly and won't give you any problem.

With this letter my CV is attached and for more information, other documents are attached too. I would like to join this company as a copy editor. Hope to get good news from you very soon. Thank you so much for taking time from your busy schedule.

Sincerely,

From

James Brown

[Handwritten signature]

[Mention the contact details]

[Mention here, if there is any post note to be given]