**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**

As you have posted on the company's website, you are searching for people for the post of copy editor. I have the exact skills and knowledge which you have mentioned in your description box. As you require an experienced candidate for the same, I am very happy to mention that I have a lot of experience in this field.

I have done my schooling from [mention the name of the institution] in the year of [ mention the year]. After that I took journalism and mass communication to complete my graduation which I have done from [mention the name of the institution] in the year of [mention the year].

I gained interest in this field from my brother who actually increased my interest in writing. I love to write, that's why I chose this field. I have[ mention the years] of experience which I gained from [ mention the name of the company] where I used to work as a copy editor.

I know all the responsibilities and duties of a copy editor which include creating layouts for publication to arrange texts, ensuring accuracy by verifying numerical information, working with writers to help them and many such things. I am sure that all the duties will be done by me in a proper way.

I have attached my curriculum vitae with this letter and the other documents are there too. If you find me capable of doing this job, kindly contact me at your own convenience. I would love to be a part of this company as a copy editor and want to give my contribution to this company. Hope to hear from you very soon. Thank you for your valuable time.

**Sincerely,**

**From**

**James Brown**

**[Handwritten signature]**

**[Mention the contact details]**

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