

5123 North Monticello Avenue
Evansville, IN 47722 (1)
(2)

June 15, 2009 (3)
(2)

Ms. Elizabeth Employer (4)
Publishers Today, Inc.
200 E. Wacky Drive
Chicago, IL 60606

Dear Ms. Employer: (5)

Please accept this letter and attached resume as my application for the editorial internship position with Publishers Today Inc. I discovered the internship through BookJobs.com and feel it would be the perfect complement to my education as a Creative Writing major at the University of Evansville. The position with Publishers Today would allow me to combine my passion for fiction and love of organization. (6)

One of the most attractive qualities about trade publishing is the variety of skills it requires. For the past year, I have worked as assistant editor at the award-winning literary journal, *Evansville Review*. This experience has taught me how to handle fiction submissions and evaluate their content with professionalism. Through my work as a newspaper editor and English tutor, I have developed a deep understanding of grammar and excellent writing.

The variety of publications I have worked with has also acquainted me with a number of different styles—from Associated Press to Modern Language Association. These experiences, along with my enthusiasm for the written word, have prepared me well for an internship with a diverse and unique publishing house such as Publishers Today.

I will be in Chicago and available for interviews from June 25 to 30 and would welcome the opportunity to discuss my qualifications with you further. If you would like to set up an interview time, I can be reached at 812-488-0202 or by email at jj0000@evansville.edu. Thank you for taking the time to review my request, and I look forward to hearing from you soon.

Best regards, (7)

(8)

Jane A. Jobseeker (9)
(10)
Enclosure: Resume (11)

- (1) Begin return address on 3rd line down from the top 1" margin.
- (2) Allow two lines between return address and date, and date and inside address
- (3) Date
- (4) Address letter to an individual using a courtesy title (i.e. Mr. or Ms.)
- (5) Double space above and below salutation. Use courtesy title and last name. Use colon after the salutation.
- (6) Single space within paragraphs and double space between paragraphs.
- (7) Double space above the complimentary closing.
- (8) Leave at least 4 blank lines for signature. Remember to sign the letter.
- (9) Writer's identification – type your full name.
- (10) Double space before enclosure.
- (11) Enclosure notation signifies your resume or other enclosures are included