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Mrs. Anne Darcy
Windham Publishers, Inc.
101 Willow Drive
Nashville, TN 12345

June 28, 2010

Dear Mrs. Darcy,

I am writing to express my interest in the editorial assistant position at Windham Publishers. I am a very detail-oriented person, which is important when fact-checking and editing manuscripts for grammatical errors. Grammar and the English language have always been a strong interest of mine, and I have excelled in related courses throughout my education. In addition to being detail-oriented, I am a hard worker and consider myself responsible and dependable. I am confident that I would be a valued employee at your publishing company.

I am interested in learning more about this position, as it seems like a great match for my skill set. I am enclosing a copy of my resume for your consideration and am happy to provide you with references if necessary. Thank you for your time and consideration of my application.

Sincerely,

Sam Long

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