**![MC900196202[1]]()Paula Griffith**

[Street Address] New York, NY 55900, H: 666-444-2222, [Email Address]

**Today’s date**

Mr. Roger Norman

ABC Enterprises

Street Address, City, State, Zip

**Re: Editorial Assistant Position**

Dear Mr. Norman,

In response to your posting for an editorial assistant for your publication, I am pleased to attach my resume.

As you’ll note, I have been working for five years in the field, including 3 years of researching material for textbooks, medical papers, and scientific journals.

After earning my Bachelors in English, I began working for a newspaper, mastering the Associated Press guidelines. When I then transferred to the medical field, I achieved familiarity with the Chicago Manual of Style, and currently my responsibilities include:

* Editing and proofreading
* Researching and verifying medical data
* Reviewing and approving of proofs

In addition to my own duties, I also supervised junior staff.

I am interested in coming for an interview at your convenience to discuss the position and its requirements further.

You can reach me at 666-444-2222 or at [your email address].

Sincerely,

Paula Griffith