**Stephanie Bailey**

[Street Address]  New York, NY 55900

Phone: (333) 333-3333  Email: [Email Address]

**Today’s date**

Mrs. Himmel

Company name

Address, City, State, zip

Re: Writer Position

Dear Mrs. Himmel,

In response to your ad in the [news] daily, I’m writing concerning the position of writer of feature articles for your publication.

In addition to my resume, I’m attaching samples of my recent work in various newspapers and magazines, and as you’ll see, I produce serious articles, humorous ones, how-to instructions, historical fiction, and first-person narratives. I have no problem meeting deadlines and pride myself as being easy to work with. I can work in your publication’s office or from home.

I am comfortable writing in American English or British English, and can write according to AP or Chicago Manual guidelines. I have a BA in English from New York University and led writing creative writing workshops for adults and teenagers. I authored the popular “Slugs for Sale” series under penname and currently create a monthly syndicated column concerning mental health issues and how workplaces can accommodate them.

I am willing to compose articles on topics suggested by the editorial board or requested by readers, as well as to offer my own ideas of feature topics.

Looking forward to meeting you, or starting to work as soon as possible, should you deem a face-to-face interview superfluous.

Thank you,

Stephanie Bailey