

Entry-Level Publishing Assistant Cover Letter

Subject: Application for Publishing Assistant Position

Dear Hiring Manager,

I am writing to express my enthusiasm for the Publishing Assistant position at [Company Name]. As a recent graduate with a degree in English Literature and a passion for bringing compelling stories to readers, I am eager to contribute to your editorial team.

During my internship at [Previous Company], I gained hands-on experience in manuscript evaluation, copyediting, and coordinating with authors and designers. I assisted in the publication of twelve titles, managing timelines and ensuring quality standards were met throughout the production process.

What excites me most about [Company Name] is your commitment to diverse voices and innovative storytelling. Your recent publication of [specific title] particularly resonated with me, and I would be honored to support similar projects that push creative boundaries.

I am proficient in Adobe InDesign, Microsoft Office Suite, and various project management tools. My attention to detail, combined with my ability to manage multiple deadlines simultaneously, makes me well-suited for the fast-paced publishing environment.

I would welcome the opportunity to discuss how my skills and enthusiasm can contribute to your team's success. Thank you for considering my application.

Sincerely,

[Your Name]

[Phone Number]

[Email Address]

Get more templates here:

<https://www.lettersandtemplates.com/letters/publishing-and-printing-cover-letter>