

Your Name  
Address  
City, State, Zip Code  
Phone Number  
Email Address

Date

Dear Hiring Manager,

I'm writing to express my interest in the Senior Editorial Manager position at Chancellor, Inc.

My combination of creative talent, technical expertise, and experience managing both writers and projects, makes me the right person to help your editorial team grow.

I have developed and implemented editorial standards for style and quality that are used by both writing and editorial teams. In addition, I have worked closely with other departments including marketing, sales, and technology.

Experience has taught me how to build strong relationships with all departments at an organization. I have the ability to work within a team as well as cross-team.

If I can provide you with any further information on my background and qualifications, please let me know.

I can be reached anytime via email at name.name@gmail.com or phone at 555-555-5555.

Thank you for your time and consideration. I look forward to speaking with you about this employment opportunity.

Sincerely,

FirstName LastName