

[Recipient Name]
[Title]
[Company]
[Recipient Street Address]
[Recipient City, State Zip]

Dear [Recipient Name],

I am interested in a part-time position with ABC Company
as an editor.

My writing and editing experience include newspaper copy,
manuscripts, advertising copy, books, brochures and training
manuals.

My resumé is enclosed. If you have questions or need more
information, please call me at 123-456-7788.

Sincerely,

[Your Name]

Enclosure



Charlie Ben
Editor

[Phone] 

[Email] 

[Linked In/Web] 