**Dana Applicant**

123 Main Street, Anytown, CA 12345 · 555-555-5555 · dana.applicant@email.com

October 19, 2021

William Lee

Director, Human Resources

Phoenix Company

123 Business Rd.

Business City, NY 54321

Dear Mr. Lee,

I'm writing to express my interest in the Editorial Manager position at Phoenix Company advertised on Indeed.

My unique combination of technical expertise, creative abilities, and experience managing both writers and projects, makes me an ideal person to help your editorial team thrive.

In my current role, I have developed and implemented editorial standards for both style and quality. 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 of 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 via email dana.jones@email.com or cell phone, 213-555-5423. Thank you for your time and consideration. I look forward to speaking with you about this employment opportunity.

Sincerely,

*Signature* (hard copy letter)

Dana Jones