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January 1, 2022

Sarah Taylor

Hiring Manager
East Coast Medical Journal
(987) 654-3210
sarahtaylor@eastcoastmedicaljournal.com

Dear Ms. Taylor,

As a Senior Editor with over eight years of experience, I excel in producing and refining complex research publications within the medical industry. During my time at Philadelphia Med Research Inc., I proofread and edited 100+ digital articles and performed quality assurance to improve the clarity and conciseness of language. I believe that my expertise in managing digital publications will allow me to thrive in the editor position with your organization.

East Coast Medical Journal's mission to drive advancements within the medical field strongly aligns with my professional background. I believe that access to high-quality research is essential for improving quality of life and raising awareness. I am confident that my background as a senior editor within the healthcare space will allow me to continue to grow this reputation based on the following accomplishments from my career:

- Proofread, edited, and published 100+ articles on a variety of medical research topics, including Covid-19 vaccine efficiency,
 pharmaceutical drug side effects, surgical risk factors, and treatment results for cancer and other high-risk medical conditions
- Managed a team of 10 editors, copywriters, and subject matter experts, delivered constructive feedback to improve content quality, and provided coaching to drive professional development
- Led initiatives to enhance the publication process and quality assurance procedures by improving collaboration between publication teams, SMEs, and the IT department

I look forward to speaking with you further regarding how my expertise as a senior editor within the healthcare space can help to enhance the quality of your medical journal. You may contact me via phone or email at your convenience for additional information on my background. Thank you for your time and consideration.

Sincerely,

(Insert Signature Here)

John Rosenberg