

ELLEN BIBO

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Friday, August 12, 2022

MR. HECTOR SANTOS

Hiring Manager
The Atlanta Journal
(123) 456-7890
email@example.com

Dear Mr. Santos:

Recently as assistant editor of Columbia Journalism School's student newspaper, The Bronx Beat, I redesigned our Facebook page for more timely reporting of top stories. I'd be thrilled to uphold that same standard of efficiency and innovation at your paper.

I'm a deadline-driven professional who takes pride in delivering high-quality written content. Above all, I'm passionate about informing and engaging readers. Below are four highlights from my experience to date:

- Recently completed Master's Degree with honors from Columbia University Journalism School
- As an editorial intern for Wilkins & Wilkins (New York), polished final drafts of speeches given by the firm's partners
- In the same role, met 100% of deadlines for press releases and other PR materials
- As assistant editor of The Bronx Beat, devised a faster process for choosing and assigning student newspaper articles based on writer availability

Please see the attached resume for a complete overview of my background and the skills I offer. I look forward to hearing from you and possibly learning more about this opportunity soon.

Sincerely,

(Insert Signature Here)

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