

Gambit Magazine
222 St. Charles St.
New Orleans, LA 70115

Erin Brown
890 Prytania St.
New Orleans, LA 70114

Dear Mr. Fletcher,

I'm writing to express my interest in the newly available assistant editor-in-chief position. I've been successfully editing Gambit articles and ads for the past eight years, and I have consistently met my production deadlines. I'm interested in taking on more of a leadership role with the magazine and believe that my editing experience will help me excel in the assistant position.

I feel that I will not only be of great use to the editor-in-chief, but also be a very successful leader to my coworkers. I am confident that I would be a reliable and knowledgeable mentor for experienced employees and new hires alike. I would look forward to editing the magazine's feature stories and larger ads, helping to format the magazine's layout, and training new editors.

This position requires someone who has extraordinary time management skills, and I believe I have proven that I do, especially since taking on some of the responsibilities that the previous assistant editor handled. I plan to use those skills to continue to meet my deadlines while devoting time to working with new editors. I feel that I would be perfect for this position because I am already very familiar with the editorial process and have received high praise as one of the more senior staff members at Gambit.

I love my city, and I'm very dedicated to this magazine. I've very much enjoyed developing my editing skills with Gambit and wish to continue to grow with the company as an assistant editor-in-chief in the years to come.

Sincerely,

Erin Brown