

Lauren Gonzalez

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Cathy Cashion
Human Resources Director, Gruner and Jahr USA Publishing
110 Fifth Avenue
New York, NY 10011

**Used references
in the first sentence.**

**Good opening
paragraph!**

Dear Ms. Cashion:

After recent conversations with Executive editor Jennifer Cook and a phone interview with Editor-in-Chief Sally Lee, I am confident that I would be a great fit for the editorial position at Gruner & Jahr Publications. I thrived in the fast-paced environment at Fitness and have the technical and creative skills to make significant contributions to any one of your publications.

My experience enterprising, researching, and writing feature stories for HJ magazine, a local youth monthly has made me capable of writing to any length and allowed me to know my way around a stylebook. Besides being a proficient writer, familiar with the nuances of style and voice, I am a proven team-player, personable and very hard-working. Because the magazine industry necessitates frequent collaboration and ceaseless energy, I am confident that I could be a valuable addition to your company.

Ms. Cashion, I'm sure I could be an asset to Gruner & Jahr USA, and would appreciate the opportunity to show you my portfolio and discuss my qualifications with you in greater details. Thank you for your consideration and I look forward to hearing from you.

Sincerely,
Lauren Gonzalez

**Needs to give more context to
these qualities: What past
experience prepared you?**

**Passive closing: Ok if the listing
states, "no phone calls."**

**Good first sentence if
the company stated in
its posting that it is
seeking someone who
is versatile and familiar
with different writing
styles.**