

**Lisa Rogers**  
1 Campus Road, Box 9999  
Staten Island, NY 10301

February 9, 2015

Alexander Carter, Hiring Manager  
HarperCollins Publishers  
195 Broadway  
New York, NY 10007

Dear Mr. Carter,

As a senior English major at Wagner College, I was happy to learn that HarperCollins is hiring new assistants in its Editorial division. I believe that my knowledge of the publishing industry, combined with my extensive writing and editing experience, would make me an outstanding candidate for this opportunity at HarperCollins.

At Wagner, I have maintained a 3.8 average in my English coursework and have completed internships at Scholastic, Inc. and Cambridge University Press. I am currently an intern at Oxford University Press, where I work as part of a 9-member team to coordinate the organization of in-house documents. Additionally, I provide departmental support with manuscript evaluation. I have found that I thrive in fast-paced, results-driven environments, and I look forward to starting my career at a company as large and as prestigious as HarperCollins.

Besides my English coursework and internships, I have also worked part-time at The New York Public Library since I was a senior in high school. What originally started as a fun after-school job turned into an active interest in publishing, particularly for the young adult sector. Since then, I have volunteered for other organizations, including the Staten Island School Reading Volunteer Program. I know that HarperCollins has published many of the books used in that reading program, which makes this Editorial Assistant opportunity even more appealing to me.

With my successful academic track record, my internship experience, and my love of books, I believe that I will be a valuable asset to HarperCollins. I have enclosed my resume for your review, and I look forward to the opportunity to discuss my credentials with you. Thank you for your consideration.

Sincerely,

Lisa Rogers