

Sarah Nelson

555 Islay Street San Luis Obispo, CA 93407 | (805) 555-5676 | snelson@calpoly.edu

August 22, 20xx

Dear Ms. Dean,

I am excited to apply for the Quality Editor position at Bleacher Report. As both a longtime reader and a former copy-editing intern with the site, I am eager to bring my editing experience, research background, and collaborative leadership skills to one of the most dynamic voices in sports media.

Here's how I can contribute to your team:

- **Editorial leadership and collaboration:** As Editor-in-Chief of Cal Poly's Mustang News, I manage writers and section editors to deliver digital and print stories on tight deadlines. This role demands constant communication, problem-solving, and the ability to keep the entire newsroom aligned around quality and accuracy.
- **Research and fact-checking excellence:** My work as a history major and published researcher has trained me to verify information thoroughly and write with precision. These habits translate directly into my editorial process, ensuring every story meets the high standards readers expect from Bleacher Report.
- **Adaptability and time management:** Balancing classes, editing responsibilities, and my internship with Bleacher Report taught me how to prioritize efficiently and handle shifting schedules without sacrificing quality or clarity.

I am fluent in Bleacher Report's style guide and the AP Stylebook, and I take pride in producing clean, engaging, and accurate copy. I'd love the opportunity to continue contributing to a publication that shaped my interest in journalism and sports storytelling.

Thank you for your time and consideration—I look forward to the possibility of joining your editorial team.

Best regards,

Sarah Nelson

Sarah Nelson