**Job Application Email Example**

**Subject Line:** George Woo – Editorial Assistant

Dear Ms. Cortez,

I was excited when Ada Wilson told me that you were looking for an editorial assistant with a background in rights and research and a passion for digital media. She suggested that I throw my hat in the ring, and I’d love the opportunity to tell you more about what I can offer your team.

I’ve interned for Ada’s team for the past three summers, developing extensive experience with the rights and research process. Last year, I was instrumental in securing the rights to include Sara Frey’s poems in our digital anthology – a first for an online publisher, according to Ms. Frey’s estate.

I also have:

* Expertise with most popular content management systems, including WordPress
* Analytics knowledge, including expert-level facility with Google Analytics
* A strong work ethic and commitment to meeting deadlines

I hope you’ll reach out at your convenience to tell me more about your team’s goals and needs for the coming year. You can reach me on my cell at 555-123-4567 or via email at George.Woo@email.com.

Best regards,

George Woo