Devran Beşikci

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Kat 2 No:110

April 22, 2013  
  
Ms Stephanie Everly   
Managing Editor   
Dickinson Press   
12 Main Street   
Amherst, MA 11001   
  
Re: Editorial assistant position   
  
Dear Ms Everly:   
  
I am writing to express my keen interest in the editorial assistant position you advertised with the University of Washington's Career Center. I will be receiving my bachelor of arts degree in English in June 2017, and I am eager to join a small publishing house where I can use my skills in writing, editing, proofreading, research, and critical anaylsis. Based on my knowledge of Dickinson Press publications and objectives, I believe that my educational background and abilities would be an excellent match for the editorial position.   
  
Through my academic work in English language, literature, and writing, I am prepared to make meaningful contributions to editorial discussions and to function as a member of your editorial team. In addition to my university training, I have held editorial positions with Bricolage, the University of Washington's undergraduate literary journal, and with Steubing Press, a small publishing house specializing in non fiction and regional publications in the Pacific Northwest. These intern positions have provided me with experience in editing, proofreading, fact checking, production scheduling, working with off-site vendors, sales, marketing, and customer service. My positions with a small publication and a small press have taught me to manage my time effectively, adapt readily to new responsibilities, work as a team member, and function well under pressure. The writing skills I developed through my background as an English major have been further refined in both of these positions, where I learned to write concise, persuasive prose for press releases, catalog statements, and website content. Both positions afforded me an in-depth understanding of the important and varied behind-the-scenes work involved in book publishing.   
  
I hope you'll agree that the combination of my academic training and my internship work in publishing has provided me with excellent preparation for the demands of a literary editorial position with Dickinson Press. Thank you for your time and consideration. I look forward to meeting with you to discuss this opportunity in greater detail.   
  
Sincerely,   
  
  
  
Devran Beşikci   
  
  
Encl: résumé