

Michelle Smith

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Audrey Garcia, Hiring Manager
Generic Publishing
111 State Street
Northampton, MA

Dear Audrey Garcia,

As a senior English major at UMass Amherst who will soon graduate in December 2024, I was thrilled to see the Editorial Assistant posting on your website. I am applying to this position because I have dedicated my academic career and extracurriculars to making a positive impact on society through helping writers, and I admire Generic Publishing's commitment to promoting social justice through written works.

My experiences with editing allow me to effectively help writers with their projects. I have taken coursework in copyediting and peer tutoring for writing during which I have researched best editing practices. I implement the skills I have learned in these courses as an editor of my school's literary magazine, Jabberwocky. For Jabberwocky, I collaborate with and encourage authors to ensure their work grows into a coherent piece of writing. It can sometimes be challenging to work with writers who have different expectations than the publisher, and I mitigate these challenges by communicating clearly and frequently with authors and other editors to avoid larger problems in future stages of editing. Researching best strategies for editing and then actually putting these strategies into practice as an editor gives me not only the skills but the confidence to be an effective editor for Generic Publishing.

As a first-year student, I took a course on social justice and writing, and since then have worked to help causes that I care about with my writing skills. For the past three years I have volunteered at the Amherst Community Center, working with middle school girls to create a monthly magazine about feminism. I help the group of around ten girls to brainstorm, research, write, edit, design, publish, and distribute the magazine. I find this work to be so fulfilling as I not only help these girls gain valuable writing and communication skills, but I encourage them to make a positive impact on the world around them. I hope to continue helping writers make positive impacts as an Editorial Assistant at Generic Publishing.

Thank you for reading my application materials. I look forward to the opportunity to speak with you and learn more about how I can contribute to the Generic Publishing team.

Sincerely,
Michelle Smith