

1 Main Street
Cortland, NY 13045

April 12, 2026

Elizabeth Leona, Editor Our Town Times
123 News Lane
Cortland, NY 13045

Dear Ms. Leona,

I am writing to express my interest in the Copy Editor position with Our Town Times that is posted on SUNY Cortland's Career Center website. As a native of Cortland and avid reader of the Times, I have been seeking an opportunity to work for your paper for quite some time and am excited about the possibility of serving in this position. As someone who regularly volunteers at local nonprofits, I have seen firsthand the impact of The Times' emphasis on local community efforts and would enjoy contributing my writing and editing skills

My interest in editing began in high school when I began my own blog, "Life as a Writer," which I continue to publish. The blog features my experience as a writer, and interviews with several local editors in Central New York. While in college, I further explored my passion for writing as a sportswriter for the school paper, The Dragon Chronicle. During my final semester, I even served as Sports Editor for the publication. In this position, I was able to fine tune my skills in reporting and editing while working under tight deadlines.

In addition to my experience with SUNY Cortland's Dragon Chronicle, I completed a copy editing internship at Living Magazine. The opportunity to connect my personal passion for healthy living with stories about local food, allowed my work to shine. I worked on more than a dozen stories that highlighted the challenges and successes that our local food community is experiencing including articles about a food desert in Cortland County, the impacts of the Homer Tailgate Market, and a recent study called, "Hunger in America." This internship required me to work closely with the editing team daily, which allowed me to advance my verbal communication skills, teamwork skills and attention to detail.

I am confident that my professional experience and educational background would serve me well as Copy Editor for the Our Town Times. It would be my pleasure to work with the Times' award-winning staff on such a well-respected publication. I look forward to the opportunity to interview with you to allow us to further discuss my qualifications for the position. If you have any questions or would like me to provide any additional information, please feel free to contact me at (555) 555-5555 or firstname.last@email.com. Thank you for your time in considering my resume.

Sincerely,

NAME