

NOTE: a cover letter acts like a hand-shake, a way to break the ice between you and the receiving editor. Just as in other social interactions, you have one chance to make a lasting professional impression. Make it count with a straight-forward but simple cover letter. Traditional format and sample text is below.

Your Street Address
City, ST zip
Date

Mr./Ms. First Name Last Name, Title
Publication Name
Street Address
City, ST zip

Dear Mr./Ms. :

Please find “Title of Essay” in response to your call for submissions (name or title of call) for publication in *Title of Publication*. (Alternate for contest submissions: Please find “Title of Essay” as my entry in *title of contest*).

(Insert a brief paragraph of 2-4 lines about you, your writing experience and publications, where and who you’ve studied with, something like below)

Sample sentences: I have been writing (list genres such as short stories, articles, essays, etc.) since 1992. I have studied (workshop, conference, topic or class title) with (name of instructor or editor if a known name). My essays have appeared in (names of publications of comparable size and reputation as the intended).

Thank you for your consideration. I look forward to hearing from you soon.

Sincerely,

your signature in ink

Your first and last name typed out

Email address

Phone number or alternate means to reach you – make it easy for them to notify you!