

Sample Email Cover Letter for a Freelance Writing Job

Jane Doe
Address
City, Province, Postal Code
Phone
Email Address & Website

Date

Contact Name
Position Title
Company Name
Mailing Address

Ms. Conrad,

I read job posting # 45089 on your companies website with great interest, and am pleased to put forth my application for the position.

In my position as Business Representative for Union Local 080, I wrote feature articles for the website, managed content and link submissions, and wrote and sent a weekly email newsletter to over 300 subscribers.

While Legislative Director for Assemblyperson Susan Smith, I researched, drafted and amended legislation, wrote press releases, and was responsible for office communications and correspondence.

I also have extensive experience writing on a freelance basis on labour issues, which, I believe, would be an ideal match for this position. Articles are available for your review at:

www.amazingjournal.com
www.seemywriting.com
www.writingsample.ca

Additional writing samples and my resume are attached. If I can provide you with any further information on my background and qualifications, please let me know.
I look forward to meeting you in the future, and will follow up with an email Tuesday March 2nd.

Thank you very much for your consideration,

[signature here]

Jane Doe.