

THE ANATOMY OF A COVER LETTER

GREETING

Personalize greeting as much as you can

For when you're trying to get published

Dear Editors at X Journal,

Please consider the following submission, 'A Smart Girl's Guide to Boys,' for publication by your journal. I was interested in submitting to your journal because of your encouragement of experimenting with form--lately, I've been experimenting with the idea of 'found' essays, and I would consider the attached essay to fall into that category. A good chunk of the material in this submission comes from another work (cited in the submission), but I've altered the content and added notes to construct a narrative.

I am an English Composition and Literature instructor at the University of Wisconsin-Green Bay. My writing interests include experimental writing, creative nonfiction, and hybrid forms, and my works have most recently appeared in Paper Darts and Hypertext Magazine. When not writing, reading, or teaching, I enjoy walks with my three-legged dog and motorcycling.

Thank you very much for your time and consideration.

All the best,

Nichole Rued

TITLE

Mention the title

OPTIONAL

Why you're interested in submitting/anything they need to know about your submission

BIO

Add something jazzy about yourself

CLOSING

Be polite and suck up

NOTE!

You don't always need a lot of information--some publications don't even read the cover letters or have a blind submission process. This is basically a space to communicate anything they need to know about your submission and your bio.

GOOD
LUCK!