

John Rosenberg

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Sarah Taylor

East Coast Medical Journal

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[month, day, year]

Dear Ms. Taylor,

As a senior editor with over eight years of experience, I excel in producing and refining complex research publications within the medical industry. During my time at Philadelphia Med Research Inc., I edited over 200 digital articles and performed quality assurance to improve the clarity and conciseness of language. I believe my expertise in managing digital publications will allow me to thrive in the editor position with your organization.

East Coast Medical Journal's mission to drive advancements within the medical field strongly aligns with my professional background. Access to high-quality research is essential for improving quality of life and raising awareness. I am confident my background as a senior editor within the health care space will allow me to continue to grow this reputation based on the following accomplishments from my career:

- Proofread, edited, and published over 200 articles on a variety of medical research topics, including COVID-19 vaccine efficiency, pharmaceutical drug side effects, surgical risk factors, and treatment results for cancer and other high-risk medical conditions
- Managed a team of 10 editors, copywriters, and subject matter experts (SMEs), delivered constructive feedback to improve content quality, and provided coaching to drive professional development
- Led initiatives to enhance the publication process and quality assurance procedures by improving collaboration between publication teams, SMEs, and the information technology (IT) department

I look forward to speaking with you further regarding how my expertise as a senior editor within the health care space can enhance the quality of your medical journal. You may contact me via phone or email at your convenience for additional information on my background. Thank you for your time and consideration.

Sincerely,

John Rosenberg