

# Academic Editor Cover Letter

2139 Walker TunnelProhaskafurt, CT 34126

**Dear Shiloh Trantow,**

I would like to submit my application for the academic editor opening. Please accept this letter and the attached resume.

In my previous role, I was responsible for classroom support for experiential learning activities, including but not limited to collaborative learning, mobile device management, and multimedia applications.

Please consider my experience and qualifications for this position:

- Excellent demonstrated editing and editorial process skills
- Appropriate experience using MS Office
- Oversees the editing of assigned projects from start to finish as the lead editor
- Identify market potential and develop new products and titles to suit those markets
- Implementing new product launches and administering the set-up of new journals
- Providing regular training and feedback for writers and information sessions for the broader EdTech team
- Assisting in the curriculum development training sessions provided by the office
- Providing support to the Scheduling team during periods of high volume

**Thank you for considering me to become a member of your team.**

Sincerely,

Shiloh Thiel