

## Example covering letter for a non-academic role

Ground Floor Flat  
Botulus Road  
Oxford  
OX2 2BP

27<sup>th</sup> March 2022

Sam Jones  
Oxford University Press  
Great Clarendon Street  
Oxford  
OX2 6DP

Dear Ms Jones,

**Re: Editorial Assistant, Humanities Collection, Oxford Journals Division (W13/095)**

Following our recent telephone conversation, I am keen to apply for the advertised position of Editorial Assistant and enclose my CV for your consideration.

My recent experience as sub-editor of the academic journal *Shelley Studies*, together with my temporary role at Palgrave Macmillan which I undertook alongside my PhD, have given me a strong interest in an editorial career in the academic publishing sector. In my role as sub-editor of *Shelley Studies* my responsibilities included assessing manuscripts and making recommendations to the editor and authors, dealing with a range of administrative tasks to ensure the smooth running of the submissions and review process, and liaising with publishers to monitor timescales and ensure critical deadlines were met. At Palgrave Macmillan I supported editorial staff in a range of administrative tasks including issuing contracts, liaising with freelancers, responding to e-mail queries and minuting meetings.

My experience during my research career as an 'end user' of many of the well-known titles in the Humanities Collection of the Oxford Journals division makes this a particularly exciting opportunity for me. I have long been aware of OUP's strategic partnership with pre-eminent societies such as the American Historical Association and the English Association and feel that my own academic background would enable me to liaise effectively with such societies, as well as with the wider academic community, to contribute to maintaining a list well-known for including much of the most recent and influential research in the humanities. I have been particularly impressed by the recent alignment of all academic and research publishing at OUP under a single global academic publishing structure and would look forward to contributing to a company so well placed to tackle some of the ongoing challenges within the academic publishing sector including the advent of Open Access.

Balancing a busy teaching schedule and other paid work alongside my PhD research has given me a highly organised approach to completing tasks and meeting deadlines. My research, along with activities such as organising the 2019 English Researcher Conference, has required a high degree of self-motivation and the ability to work accurately without supervision. I have developed highly adaptable IT skills through my interest in developing virtual learning resources and have communicated effectively with a range of academic and professional colleagues throughout my academic career and in my publishing roles to date.

I will be available for interview at any time and very much look forward to hearing from you.

Yours sincerely,

Dr Ron Lockley