

*Dear Ms Smith,*

*I am a second-year English literature student at Southern University and I am writing to see whether your organisation is able to offer me any work experience or work shadowing at any point over the next three months – whether that would be a few hours shadowing one of your team (in person or virtually, social distancing allowing) or a week's full work experience.*

*I would like to explore different career paths within publishing and I'd be particularly interested in gaining experience with your organisation because I admire how, as an independent publisher, you champion new writers across the fiction and non-fiction markets and how you have built up a cult social media following to help get your brand known. I've been impressed by the quality of your portfolio, as the success of A N Others in the recent Children's Lit Awards indicates. I would learn a lot about how you approach the decisions behind selecting, editing and promoting fiction if I could observe or work alongside your teams. It would also help me decide whether I am best suited for an editorial or commercial role.*

*I've attached my CV for your reference. You can see that I have worked on my student newspaper during university, editing the book review section and writing two pieces a week. I think I could bring the creative skills I've developed there, along with good organisational skills, to your business.*

*I look forward to hearing from you.*

*Yours sincerely,*

*Alison Thorpe*