

**MARCUS HOWARD** e: [mhoward@haverford.edu](mailto:mhoward@haverford.edu) • ph: 000-000-0000 • url: [marcushowardpoetry.com](http://marcushowardpoetry.com)

October 21, 20xx

Warren Piece  
Director of Rushin Publishing  
678 Tolstoy Avenue  
New York, NY 10001

Dear Warren Piece:

As a writer, poet, and lover of all literature, I was excited to learn about Rushin Publishing's opening for the Publicity Coordinator position. Ever since I interned at New Door Books this past summer, my desire to work within the publishing industry has only grown. I am currently a senior English major at Haverford College, and after I graduate I hope to join a small-knit publishing company in the New York area. Rushin Publishing in particular caught my attention due to their mission of centering BIPOC and underrepresented authors. As a BIPOC writer myself, I am excited about the prospect of joining a community where I can uplift and amplify marginalized voices.

My previous publishing experience will make me an asset to the Rushin Publishing team. As I mentioned earlier, I already have held a job in the publishing industry at New Door Books. Each day, I corresponded with online book marketing sources to solicit book reviews. I also spent a good deal of time writing content for New Door Books' website, including book descriptions, interviews with authors, and event recaps. Additionally, I have expert-level writing and editing skills from writing my senior thesis, tutoring in Haverford's writing center, and serving on the board of *Milkweed Magazine*. In the latter experience, I review and select submissions for publication in our campus' student literary magazine, which often involves proofreading content for spelling and grammar errors. The seven other editorial board members and I meet weekly to pitch articles and organize writing workshops for our club members. These writing and editing experiences will allow me to write excellent copy, e-marketing campaigns, and press releases for Rushin Publishing.

My qualifications go beyond my strong writing, editing, and proofreading skills. As a Media and Outreach Intern at Live Out Loud, I worked on a social media campaign addressing the bullying of LGBTQ youth. By collaborating with Live Out Loud's marketing team, we were able to plan a series of 10 Instagram posts that reached over 600 accounts. This campaign required the use of Photoshop and Canva to create engaging graphics, and the use of Smartsheet to track our progress. Furthermore, as a Seminar Leader at Haverford's Hurford Center for the Arts and Humanities, I developed a syllabus for a semester-long seminar on social media and identity construction for queer people of color. The articles we read and our subsequent discussions provided insight on the benefits and shortcomings of social media usage. The insights gained from these two experiences will help me coordinate marketing campaigns for Rushin Publishing.

Attached are my resume and references. Please do not hesitate to reach out if you have any questions about my materials. Thank you so much for your consideration, and I look forward to hearing from you.

Sincerely,  
Marcus Howard