

COVER LETTER WORKSHEET

<https://gum.co/published/>

1 THE PUBLICATION'S EDITOR

3 WHAT YOU LOVE ABOUT THEIR PUBLICATION

2 YOUR STORY'S TITLE AND WORD COUNT

4 YOUR PREVIOUS PUBLICATIONS (IF ANY)

7 ABOUT YOU

5 YOUR WRITING AWARDS, HONORS, ACCOMPLISHMENTS

6 THE PUBLICATION'S SUBMISSION GUIDELINE REQUIREMENTS

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SIMPLE COVER LETTERS ARE BEST

here are a few tips for yours

1. Check the publication's website for this information. Avoid gendered titles like Mr, Mrs, and Miss to avoid mistakenly choosing the wrong one (use first and last name instead). When in doubt, "Dear Editor" or "Dear fiction readers of [Magazine Title]" can work well.
2. Round the word count to the nearest hundred words.
3. Why did you choose this particular publication to submit your story to? Did you connect with a story they recently published? Sometimes it helps to share such info, so they know you read their publication.
4. If you haven't published yet, don't let it deter you. Many magazines love discovering new talent. If you have, list only your top 3-4 publications.
5. List only writing-related accomplishments here.
6. Use this as a checklist to ensure your submission complies with guidelines. For example, are there any special instructions for simultaneous submissions?
7. Is there anything about you, your experiences, or your work that directly relates to the story? For example, are you a rocket scientist submitting a story about space travel?