

COVER LETTER WORKSHEET

1 THE PUBLICATION'S EDITOR	3 WHAT YOU LOVE ABOUT THE PUBLICATION
2 STORY TITLE + WORD COUNT	
4 YOUR PREVIOUS PUBLICATIONS (IF ANY)	7 ABOUT YOU
5 YOUR WRITING AWARDS + ACCOMPLISHMENTS	
6 THE PUBLICATION'S SUBMISSION REQUIREMENTS	

SIMPLE COVER LETTERS WORK BEST

Here's how to use the cover letter worksheet to write yours:

1. Check the publication's website for the editor's name. Avoid using gendered titles like Mr., Mrs., and Miss. It's too easy to mistakenly choose the wrong one and offend the editor. To be safe, use the editor's first and last name instead, without a title. "Dear Editor" or even "Dear fiction readers of [Magazine Title]" can work well as a last resort if you genuinely can't track down the editor's name.
2. Round the word count to the nearest hundred words.
3. Why did you submit your story to this particular publication? Did you connect with a story they recently published? Sometimes it helps to share info like this, so they know you read their publication. This also helps to humanize you.
4. If you haven't published yet, don't let it deter you. Many magazines love discovering new talent. If you have published, list just your top few publications.
5. List only writing-related accomplishments here.
6. Use this as a checklist to ensure your submission complies with the publication's 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?