

QUERY LETTER CHEATSHEET

PITCH YOUR BOOK

Mention your genre, your word-count, and status (whether or not your manuscript is completed). Describe your book and remember to arouse curiosity. What do you want on the back of the paperback one day?

Thank you for taking the time to read about my 91,000-word contemporary romance novel.

PITCH YOURSELF

Mention any publishing credits you may have.

If you don't have any publishing credits yet, that's fine. Instead, mention something about your platform, whether it's the fact that you blog or that you're active on Instagram or you host a large Facebook group just waiting to buy your book.

ADDRESS THE AGENT OR EDITOR

Use their name. And be respectful. When in doubt, Ms. or Mr. is best.

Make sure you spell their name correctly!

BE PROFESSIONAL

- Don't use ALL CAPS in your query email's subject line
- Don't bold the entire text of your email body
- And don't claim to be the next John Grisham or Janette Oke.