



- Finish your novel and edit ruthlessly—never send an unfinished manuscript or a proposal for an idea to an agent!
- Write a synopsis that will arouse the agent’s interest and let her know what happens in the story (and gives away the ending).
- Start researching literary agencies and look for agents who represent your genre.
- Read the bios of the agents you want to submit to and check what types of stories she currently is and is not accepting.
- Check the agency’s submission guidelines and follow them exactly. If they ask for snail mail, send snail mail. If they say no attachments, paste your query into the body of the email.
- Write and format your query letter professionally according to industry standards, and paying attention to the agency’s submission guidelines.
- Have a friend or professional critique and check over your query.
- Address the agent as Mr./Ms. if you can find their name, and double-check that it is spelled correctly.
- Send your query! Note the date submitted and the expected response time which should be listed on the agency’s website.

Good luck with your query!