1866 Main Mall,

Vancouver, BC V6T1Z1

January 14, 2020

Ms. Good Writerman

Recruiter

301 Writing Team

Vancouver, BC V6T1Z8

Dear Ms. Writerman:

Please consider my application for a member of your 301 Writing Team as advertised in January 10 on your website. I am a 4th year student of Goldriver University in media and communication studies. I will graduate from the school in November of this year and being a part of your team before that will be a perfect opportunity for me to share all my relevant professional knowledge acquired during the four years of university, with other passionate student writers while learning from as well.

My enclosed resume indicates that I have been working as an editor for Goldriver Art history newsletter team for the last 18 months. I had weekly letters to edit and confirm with other members that were distributed to the subscribers afterwards. I have received positive feedbacks from subscribers that the content was neatly formatted and easy to follow. Members of the team complimented on my promptness as I always finished editing within five hours after receiving original files and successfully distributed the final files on time.

As a student of media and communications major, I took classes such as Advanced composition, Introduction to Journalism, Professional writing and editing (1 and 2), Stylistics, and Small Group communication. These coursed have prepared me to be a good writer as well as a good communicator that can effectively and pleasantly cooperate with others.

I enjoy the process of writing and discussing with others on how to improve a written work according to the purpose. My education and experience have prepared me to be a flexible communicator and a sharp editor.

If you believe that my qualities match with your person in need, please email me any time at hong.sanaa@gmail.com.

Sincerely,

Sanaa Hong

Encl. Resume