Jennifer Delancey

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September 1, 2018

Rachel Lee

Director, Human Resources

Cambridge Editorial, Inc.

123 Business Road

Business City, NY, 12341

Dear Ms. Lee,

I am interested in the summer editorial position currently available at Cambridge Editorial, Inc. As an English and Journalism double major at The College of Greater Boston, I have developed strong literary skills and proudly completed my freshman year with a 3.9 GPA, which qualified me for Dean’s List. Coupled with my passion for writing, I also have sharp analytical abilities and well-developed communication skills. In addition to my academic background, I possess real-life experience that pertains directly to the internship position.

This past winter, I interned at the Central Massachusetts Newspaper and Magazine Publishing House. One of my primary responsibilities was reviewing and editing reader submissions regarding Boston restaurants, music venues, and other various cultural offerings. These cultural offerings were published in some two dozen newspapers and magazines in the broader New England area. Additionally, I performed comprehensive research pertaining to Boston restaurants and was responsible for organizing my findings into coherent reports. I also worked independently to obtain, edit, and present diner reviews, a task that helped sharpen my communication and organizational skills and editorial abilities.

As a creative thinker, I pioneered the development of a university-sponsored online blog that publishes student reviews of local restaurants, bars, clubs, and entertainment activities, and I am responsible for reviewing and editing these submissions. I am eager to apply all my skills and experience to the editorial assistant position at Cambridge Editorial, Inc.

Thank you very much for your consideration and if you have any questions, feel free to contact me by e-mail or by phone. I look forward to hearing from you and hope an interview can be arranged at your earliest convenience so I can present my qualifications in more detail.

Sincerely,

Jennifer Delancey