

Anne Robinson

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April 1, 2010

Nicole Lamy
Boston Book Review
331 Harvard Street, Suite 17
Cambridge, MA 02139

Dear Ms. Lamy:

It was with great enthusiasm that I viewed the Editorial Assistant position that was posted on The Atlantic Online. Currently a senior majoring in English at Simmons University, my background and skills make me a solid candidate for this position.

For the past two years, I have been an active member of Sidelines, a student run group that recognizes and celebrates the creative work of Simmons students. My responsibilities with this organization include selecting and editing written submissions and designing promotional materials. In addition, I have worked for the past two years as a Sales Associate for The Gap. In this position, I have learned the importance of customer service skills and the value of working as part of a team.

The skills that I will bring to your Editorial Assistant position include excellent written and verbal communication. Because of my proofreading and editing abilities, I am frequently asked by classmates to review and edit their papers. These strengths combined with my coursework at Simmons University and past work experience make me a good fit for this opportunity. In addition I am very interested in book reviews. I have read many of the reviews on your website and would be eager to contribute to your work at Boston Book Review.

I look forward to meeting with you soon to learn more about the position and to further discuss my qualifications. During the week of April 11th, I will give you a call to set up a convenient time when we could meet. Thank you for your time and consideration.

Sincerely,

Anne Robinson