

Anne Robinson

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April 8, 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 Internship that was posted on The Atlantic Online. Currently, a junior majoring in English at Simmons College, my background and skills make me a solid candidate for this position. My long-time interest in book reviews has led me to read many of the reviews on your website and makes me eager to contribute to your work at Boston Book Review

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, this year I have worked as a Sales Associate for The Gap where 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 Internship 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 College and past work experience make me a good fit for this opportunity.

I look forward to meeting with you soon to learn more about the internship and to further discuss my qualifications. During the week of April 18th, 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

Enclosure