

#1324 Dutch Quad  
University at Albany  
1400 Washington Avenue  
Albany, NY 12222

April 29, 2009

Philip Newman  
Director, District Administration  
Starling High School  
1220 Broadway, 6th Floor  
New York, NY 10019

Dear Mr. Newman:

I would like to be considered as an applicant for the position of Editorial Assistant, which you advertised through the *Times Union*. My Bachelor of Arts in English, with a minor in Spanish, will be awarded from the University at Albany in May 2010.

I have extensive writing, editing, and leadership experience. For the past two years, I have been the News Editor of the University at Albany student-run paper, the *Albany Student Press* (ASP). In addition to writing feature articles, I created captions for many of our news story photos and edited the work of junior members. This experience allowed me to develop my editorial skills and has taught me to work under the deadline pressures of a daily newspaper. Furthermore, my experience tutoring junior high school students provided exposure to textbooks and teachers' materials, a background that would be helpful in working for an educational publisher.

My course work at Albany has provided the opportunity to hone my writing skills. As an English major, I have written numerous papers of varying lengths and am well read. My curriculum has also developed my research and organizational skills. I believe that this combination of experience and education would make me a valuable asset to the Starling High School editorial staff. As a Starling alumnus, I would be proud to return to my roots.

The enclosed resume further details my qualifications. Please feel free to contact me at 518-437-4900 or [jd08537@albany.edu](mailto:jd08537@albany.edu) so I may learn more about this opportunity. Thank you for your time and consideration.

Sincerely,

(sign name)

John Doe

Enc.