

453 East Campus  
University at Albany  
Albany, NY 12222

April 29, 2002

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

Dear Mr. Newman:

I am writing to apply for the position of Editorial Assistant, which you advertised through the *Times Union*. I will be receiving my Bachelor of Arts degree in English this coming May from the University at Albany.

I have extensive writing and editing 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 was responsible for writing captions for many of our news story photos as well as editing the work of junior members. This experience has allowed me to develop my editorial skills as well as teaching me to work under the deadline pressures of a daily newspaper. Furthermore, my experience tutoring junior high school students gave me exposure to textbooks and teachers' material, a background that I feel would be helpful in working for an educational publisher.

My course work at Albany has given me the opportunity to hone my writing skills as well. 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 Starling High School editorial staff.

Thank you for your time and consideration. I will contact you next week to discuss this opportunity.

Sincerely,

John Doe

Encl.