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Kutztown University
Old Main 130
Kutztown, PA 19530

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John Smith
HarperCollins Publishers
123 Main St
Kutztown, PA 19530

Dear John Smith:

I am writing to apply for a full time editorial position with HarperCollins Publishers. I've wanted to work for a prestigious publishing company and that is where I see myself starting a career. I checked the employment opportunities on the company website and saw the company is in need of an editor. Enclosed is my resume for your consideration.

I have a lot to offer the company based on the skills I have acquired throughout college. I strive for excellence and I do not settle for less than I deserve. I have a cumulative G.P.A. of 3.42 for the year, and I have not received less than a 3.4 G.P.A. per semester. I have also acquired Dean's List at Kutztown University of Pennsylvania. I am proud of my accomplishments during college however, I know I can accomplish more and that is what I plan to do.

Apart from school, I also maintain a part time job at Walgreens. My main position is Assistant Beauty Advisor. I am in charge of maintaining the department and checking on the other employees in my department to make sure they are doing their job. I also stock shelves, create displays, and think of witty slogans to sign the displays. Apart from my main position, I am trained in the other departments as well. I am a certified photo technician, and a service clerk. I am constantly helping customers find what they need and make sure they leave happy. I have received employee of the month a few times, and in December of 2012 I made the top three in cosmetic sales.

This company is one of the world's leading English-language publishers according to the company website. I want to work for the best company, and I know this company could use a hardworking and well-educated employee such as myself. As an aspiring writer, I enjoy reading other peoples' works to better my own writing. I would be honored to work for HarperCollins and the work I'd do for this company would not be anything less than flawless.

In closing, I look forward to having an interview with this company and showing my talents and skills, which would better HarperCollins's pristine reputation. I am excited to hear back from HarperCollins. If by chance, the company is busy, I will follow up with the status of my resume by calling in two weeks.

Thank you for your time,

Lidia Nesci