

## **ELLEN P. LONGMAN**

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Ms. Joanna M. Morales  
Manager, Technical Writing Team  
TechSmiths, Incorporated  
8086 Technical Way, Suite 256  
Central City, FL 32000

July 21, 2003

Dear Ms. Morales:

I am applying for the position of technical writer/instructional designer, which was advertised with Center for Career Development at Central City College. The position seems to fit very well with my education, experience, and career interests.

According to the advertisement, you are interested in candidates who possess excellent communication skills, computer literacy, and a degree or experience in technical communication or a related field. I have a B.A. degree in psychology, and have completed two courses toward my M.A. in technical communication at Central City College, in visual design of information and technical writing style. I look forward this coming academic year to courses in publications management and usability testing; the latter subject is of particular interest to me because I believe it will complement my psychology background

The position description indicates that you also favor a candidate who is detail-oriented and works well under pressure. My recent experience working with accounts payable and receivable attest to an eye for detail and an ability to work under deadline. You also prefer candidates who are team players and who can work with a variety of people, both within and outside the firm. As you'll note, in one of my previous jobs, I received multiple teamwork awards. I have further developed my teamwork skills in my subsequent jobs, as well as in my coursework at Central City College, where team projects are stressed.

I hope you agree that my background and goals seem to match the requirements of the position of technical writer/instructional designer. I am confident that I can perform the job effectively, and I am excited about the idea of working for a dynamic and well-respected Central City company.

If you require additional information or would like to schedule an interview, you may reach me at the above telephone number or e-mail address.

Thank you for your consideration.

Sincerely,

*Ellen P. Longman*

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