**Sarah Villmosky**

**7279 Rambling Brook Way, St Petersburg, FL 33713**

**(727) 555-0117** [svillmosky@alcona.net](mailto:svillmosky@alcona.net)

**Ms.Mary Walker-Huelsman, Director**

**Florida Port Community College Career Center**

**2745 Oakland Avenue**

**St. Petersburg, FL 33173**

**Dear MS. Walker Huelsman**

**I am seeking assistance of the career center in my job search**

recently graduated from Florida Port Community College with a Associate of Arts in media studies, I am interested in working for a newspaper, a magazine, or a publishing company.

I have previous work experience in the publishing industry as a writer and section editor for the local activity’s section of the St. Petersburg News and Times . I have the following skills that I developed while working at the St. Petersburg News and Times . I believe these skills would be a good fit with a local or national newspaper or publication:

|  |  |
| --- | --- |
| Editorial Experience | Writing, editing, interviewing |
| Computer Proficiency | CS Indesign, QuarkPress, Microsoft Publisher |
| Education Focus | Media studies and Journalism |

I am willing to consider temporary positions that might lead to a permanent position. Please contact me at sarahvillmosky@alcona.net or by phone at (727) 555-0117. I am available immediately for an interview or for further training at the Career Center that you think would be beneficial in my job search

Sincerely

Sarah Villmosky

Enclosure