**Sarah Villmosky**

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**(732) 555-0017 svillmosky@alcona.net**

October 11, 2017

Ms. Mary Walker-Huelsman, Director

Florida Port Community College Career Center

2745 Oakland Avenue

St. Petersburg, FL 33713

Dear Ms. Walker-Huelsman

I am seeking the assistance of the Career Center in my job search

Having recently graduated from Florida Port Community College with an 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 activities section of the St. Petersburg News and Time. I have the following skills that I developed while working at the St. Petersburg News and Time. I believe these skills would be a good fit with a local or national newspaper or publication:

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| --- | --- |
| Editorial experience: | Writing, editing, interviewing |
| Computer proficiency: | CS InDesign, QuarkXPress, Microscope 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