**Sarah Villmostky**

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

**(727) 555 0117 svillmosky@alcona.net**

October 5, 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 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, QuarkXPress,  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