December 3, 2010

Mark Anderson

General Manager

Grayscale Solutions Services

Dear Mr. Anderson:

I am Pamela Prats, a BS Development Communication (major in Development Journalism) graduate of the University of Southern California.

This is to manifest my intent to work as one of your part-time editors. I believe I have the necessary skills for this job post.

I am currently a correspondent of the *California Daily Inquirer* tasked to write news and feature articles for the national daily’s provincial and business pages. During my undergraduate years, I served as one of the section editors of university-based publications such as *Daily Times*and *Perspective*where I was trained to produce and edit articles for different segments of readers.

In addition, I have been a freelance Search Engine Optimization writer for three years now, which could speak of my above-average writing and proofreading skills.

Should you need to contact me, please do not hesitate to reach me through my mobile phone number 265-846-7854.

Thank you and I am looking forward to a favorable response from your end.

Respectfully yours,

Pamela Prats