

JAYNE SAUNDERS

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Ms Cath Harries
Human Resources Manager
Harpen Books Ltd
9-11, Clapton Street
Poole
Dorset
SP19 8GS

29th August 2005

Dear Ms Harries,

Assistant Editor/Desk Editor

I wish to apply for the above post, advertised in *The Bookseller*.

Currently I am working in a new small publishing company, *Notions*, that specializes in highly designed, high-quality non-fiction books. Since I started here I have been the only full-time employee working on all editorial aspects of the books. Answering directly to the Publishing Director and the Editorial Director, I have a very wide range of responsibilities including: editing on screen in Quark and Microsoft Word, liaising with the designers and freelance editors, checking manuscripts at the film stage, managing the stationery budget, Americanizing text, as well as signing off books, having checked the proofs.

I have been at *Notions* for over a year, and have learnt a great deal, but there is no longer the scope to use all my knowledge and experience. I am seeking a position that offers responsibility for the full range of publishing and editorial skills, as well as the opportunity to meet and work with a range of people. I like to think that I bring enthusiasm and adaptability to my work.

I would welcome the opportunity to discuss this letter and my enclosed curriculum vitae. The telephone number I have given is my home one and all calls are answered.

I look forward to hearing from you.

Yours sincerely,

Jayne Saunders