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January 27, 2018

Dr. Lindsay A. Martin

Coordinator, Professional Writing Minor
The Ohio State University, Department of English
164 Annie & John Glenn Avenue
Columbus OH, 43210

Dear Dr. Martin:

Please accept this letter, resume and portfolio as my application to the Minor in Professional Writing internship. I have cultivated a wide skillset, both in writing and in the workplace, which allows me to adapt to a variety of settings. Working for Ohio State libraries has prepared me to juggle multiple tasks and deadlines, respond quickly to unforeseen events, communicate across numerous departments and maintain high standards without close supervision. My writing experience is similarly diverse, ranging from technical writing and formal proposals to casual opinion pieces, as I am eager to demonstrate with these samples.

The first sample is a device overview and troubleshooting guide written for the tech website iFixit.com as part of the coursework for Technical Writing. In this project, I worked with a team to develop a comprehensive guide for addressing common problems with an LG smartphone. This troubleshooting guide was part of my contribution to the project and demonstrates my ability to write clearly and concisely to an audience with minimal technical experience, to use some basic wiki-formatting and to produce work consistent with formalized layout, format, and writing style specifications.

The second sample is the Investment Justification Narrative (IJN) section of a grant proposal I wrote in collaboration with the administrative team of the Shepherd Christian School. As part of an application for state funding for a school security system, the IJN answered specific questions about the risk and possible outcomes of a terrorist attack against the school. While much of the application addresses the logistical aspects of how the school would use the funding, the IJN showcases my ability to put sterile facts into a human context in a compelling yet formal manner, while still addressing all parts of the prompt.

The final sample is a book review written for a Professional Writing Cultures course. With it, I imitate the style of NPR and New York Times book reviews to create an approachable, conversational piece that honestly discusses the merits of the novel. Since book reviews are far more casual than either technical or formal writing, this piece emphasizes not only my ability to critically consider the book's strengths and weaknesses but also my ability to diversify my writing style to fit the purpose and audience of a piece.

My diverse background, both in writing and in the workplace, has given me an arsenal of skills from which to draw, and I am excited to bring those skills into the workplace. With my experience managing and prioritizing numerous tasks, collaborating across multiple departments, and maintaining high standards when responding to unforeseen challenges, as well as my ability to diversify my writing to fit various contexts, I am confident that I will be able to adapt quickly to any work environment. Thank you for your time and consideration, and I look forward to meeting with you.

Sincerely,
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