

SALLY A. SMITH

July 22, 2006

Amy Woods
Director
Hospital Communications
3616 Hospital South
Durham, NC 27708

Dear Ms. Woods:

I have over ten years experience as a professional health writer. Recently I observed a health writer vacancy listed on the Duke HR website. I believe this position would give me an excellent opportunity to utilize my six years of experience in publishing and my Master's degree English and Bachelor degree in Communication Studies. My resume is enclosed for your review.

I have enjoyed my work in the editorial department of Duke Press for the past five years. I review over 200+ manuscripts on a weekly basis, communicate regularly with outside authors concerning deadlines and production schedules and write copy for the Duke Press catalogue. I have extensive experience using PageMaker and PhotoShop.

As an avid reader of the ECHO and Inside Duke it would be wonderful to work with the writers and editors of these publications in the Hospital Communications department. I hope to meet you to further discuss my qualifications and how they match your requirements. You may reach me at 919.444.8888 or via electronic mail at sally.smith@duke.edu if you wish to schedule a personal interview. Thank you in advance for your consideration.

Sincerely,

Sally A. Smith

P.O. Box 888, Durham, NC 27715