

Grace Fortin

54 Whosiewhatsit Lane
Biddeford, ME 04005

February 5, 2020

Stormi Waters
Marketing Manager
DigitalOcean
123 Fifth Avenue
New York, NY 10038

Dear Ms. Waters:

I am writing to apply for the technical editing position advertised on Glassdoor. I am currently a student at the University of New England in Biddeford, Maine, and I will be graduating with a bachelor of arts degree in English in the spring of 2020. My extensive writing and editing knowledge, as well as my comprehensive customer service and problem-solving skills, distinguish me as an excellent addition to your DigitalOcean team.

I have spent the last four years as a dedicated english student to hone my skills as a professional and sophisticated writer. I have gained an abundance of editing, proofreading, and workshopping experiences as well as a practical knowledge of composition and analysis. Working in a research-based classroom environment has taught me to communicate effectively, think critically, and work successfully in a multitude of group dynamics. Additionally, I have worked for the last three years as a deli associate at The Hannaford Brothers Company in Yarmouth, ME. This trade has equipped me with quality customer service skills and has helped me to hone my organizational and multi-tasking abilities. I am also a seasonal volunteer for The Salvation Army, assisting with the celebrated bell-ringing program. My involvement in volunteer work has taught me the importance of a kind, positive, and engaging attitude both inside the workplace and out.

I am a firm believer in the importance of developing entrepreneurship with a focus on today's rapidly evolving technology. I believe that with the appropriate progressive technological tools, the world's foremost developers can more effectively work toward a better world. As a writer, my goal is to work closely with those who are communicating these positive changes. My strong personal drive for growth and creativity would be a strong asset to your company.

I can be reached at the email address and phone number below. I am available to meet for an interview at any time, at your convenience. I look forward to hearing from you.

Sincerely,

Grace Fortin
gfortin@une.edu
(207) 867-5309