

8008 Montclair Cove  
Austin, Tx 78721

January 24, 1997

Holt, Rinehart and Winston, Inc.  
Attn: HR Dept, Req #56234  
9209 Capital of TX Hwy S.  
Austin, TX 78733-6337

Dear Sir or Madame:

I am writing in response to your ad in the *Austin American-Statesman* for a position listed as Science Editorial. I believe my broad-based scientific knowledge and writing skills make me an excellent candidate for this position.

My education includes a Bachelor of Science in Zoology with honors, and two years of medical school. Through these studies, I have gained in-depth knowledge of many scientific subjects which include biology, chemistry, anatomy, physiology, and genetics. As an Advanced Placement English student, a participant in University Interscholastic League writing contests, and the daughter of an English teacher, I have a good working knowledge of English as well as strong writing skills. Currently, I am enrolled in a technical communications course to further augment my writing skills.

Concerning my related experience, I have been employed as a Science Consultant and Technical Writer for Education Networks Corporation. In that position, I was the sole writer on scientific subjects (life and earth sciences) for a project involving development of software for *Compton's Children's Encyclopedia* on CD-ROM. My teaching experience includes tutoring medical and nursing students in human anatomy, physiology, and histology. Positions working in the medical field have allowed me to develop superior interpersonal skills.

I plan to use my employment in the medical field and my technical writing experience to find full-time employment as a writer on technical subjects and more fully utilize my scientific knowledge. I will also continue evening coursework in technical communications and desktop publishing.

Enclosed is a resume that provides more detail about my background. I am excited by an opportunity such as the one you advertised, and I believe I would be a creative and energetic asset to Holt, Rinehart and Winston. I can be contacted at (512) 001-0007.

Sincerely,

*Catherine Daniellson*

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Enclosure