Dear, whomever it might concern,

I am writing to communicate my enthusiasm for the as of late promoted Proof reader position accessible on your site. My superb tender loving care and solid spelling and sentence structure information join to make me a perfect candidate. Furthermore, I have a Bachelor's Degree in English just as eight years of experience filling in as a Proof reader.

In my present position, I fill in as the main editor for my independent employment. My work includes a cautious audit of course book articles before distribution. My awesome tender loving care and solid language structure abilities have permitted me to get numerous blunders before discharging text last duplicate for distribution. I have great PC abilities using different applications. Furthermore, my exactness rates are amazingly high and I have fabulous time the board and association abilities. I monitor all cut off times and am ready to propel myself to finish all editing take a shot at time so as to comply with distribution time constraints. I realize I would be a fabulous fit with your magazine in the Proof reader position.

Truly,

Leseana Charles