

Amy Michelli  
1439 Windy Meadows Dr.  
Burleson, Texas, 76028  
(817) 681-1261  
Asmichelli@mail.txwes.edu

March 20, 2010

Human Resources Department  
Goahead Solutions  
Fort Worth, TX

To whom it may concern:

My education at Texas Wesleyan University has taught me many things that I am anticipating bringing to the table for the position of Associate Content Editor at your growing company. I recently saw the ad that was posted at RealMatch.com and was immediately drawn to this position.

As a college student I am adept at balancing a great deal of responsibilities while still making tight academic deadlines. This ability would translate well into the professional world as I am used to becoming flexible when needed and prioritizing to get the job done. I have strong analytical skills, a solid foundation in English grammar, and a background in communication; both written and oral. I am familiar with both MAC and PC systems and can quickly expand my knowledge of XML to meet your needs.

I am a detailed-oriented person who would love to come aboard and join your team. Please contact me at your convenience at (817) 681-1261 or by email at Asmichelli@mail.txwes.edu. I look forward to meeting with you about this position in a personal interview where I can expand upon my experience and how it would benefit your company's future. Thank you for your consideration.

Sincerely yours,

Amy Michelli

Enclosure: Resume