

Gabelsbergerstraße 1
66117 Saarbrücken, Germany
Cell: +49(0)162 94 91 002
Email: ashraf.khamis@gmail.com
Website: www.ashrafkhamis.com

Hatfield Consultants
200–850 Harbourside Drive
North Vancouver, BC V7P 0A3, Canada

14 August 2015

Dear Hiring Manager,

I am writing to express my interest in the Copy Editor position based in Hatfield's North Vancouver office. With over 6 years of copy-editing experience in both industry and academia, I believe my writing and editing skills, education, and work ethic would make me the top candidate for the position.

As a freelance copywriter and editor, I worked on a wide range of documents – from commercial Web content (Kodeware), SEO articles (CostaRicaInfoBlog.com), and B2B case studies (Magnolia CMS) to technical HR reports (Human Capital Institute) and books on fair-housing laws (Virginia Landlord Publishing LLC) and product development and management (TCGen Inc.). This breadth of experience has allowed me not only to be more independent and self-motivated, but also to cultivate a writing style that can be adapted to engage different audiences across different mediums. In addition, conducting high-level linguistic research at Saarland University and KU Leuven (from which I obtained an MPhil in cognitive and functional linguistics and an MA in English linguistics and literature) has given me a deep understanding of the English language, a solid foundation in critical reasoning and argumentation, and above all an appreciation for the teamwork involved in research projects.

Over the years, I have had the opportunity to work with more than 60 clients and a dozen research staff from all over the world, some of whose recommendations can be found on my LinkedIn profile. Additional references and a set of representative work samples are also available upon request. I appreciate the opportunity to be considered and interviewed for the position and am excited at the prospect of becoming part of the company's culture.

Yours faithfully,

Ashraf Khamis