

Dear Frontline Hiring Manager,

I saw your listing on @gbhinterns Instagram page, and I was thrilled to see it, because it's exactly the kind of job I've been looking for to apply my skills in editorial writing and radio broadcasting. As a current student in the college of humanities and fine arts pursuing a degree in English literature and a minor in business, I have a vested interest in organization, writing, and behind-the-scenes work of all kinds. I also have taken multiple professional writing, marketing, and media studies classes in college, and have an appreciation and admiration for the skills that people possess in order to succeed in this field. I have been a listener of GBH for years, so when I saw the position on your careers page as well as Instagram, I knew I had to apply.

I have gained experience in radio broadcasting, editorial underwriting, and doing what is asked of me through my campus radio station, WMUA, where I have hosted a talk show with my co-host for the past 2.5 years. We plan out episodes, playlists, PSAs, internal promos, and software functions to make our show run smoothly. In addition to hosting a show, I have also volunteered as a DJ trainer within WMUA, introducing new DJs to the operations and practices of WMUA, rules and regulations of the FCC, the softwares we use, and how to prepare effective radio broadcasts. As well as functionalities, I have helped out with tabling for club fairs, making sure tasks are completed within the studio, planning meetings, attending meetings, and helping with organizational duties such as digitizing CD collections and sorting vinyl and CD records at WMUA.

As a member of the student council throughout my high school career, I became extremely familiarized with organizational practices and professionalism, as well as interacting with people of authority, performing tasks for executive positions, and editing all forms of media. In addition to larger-scale tasks, I became familiar with and proficient in office tasks such as photocopying, website design, technology writing, editing, and professional writing as well. Which was also a contributing factor to my interest in this position as all the skills that are preferred in a candidate are ones that I believe myself to possess and be proficient in.

In addition to my skills, I have experience with editorial work as I have been a freelance essay editor for the past 2 years, primarily helping out incoming high school seniors who are in need of advising and editing help with drafting and perfecting their essay for college applications. Through this experience, I would meet with students either in person or over the phone, or on Zoom, and often edited pieces on my own time through online document softwares, with which I became extremely familiar with and proficient in.

As an English major, I am familiar with all forms of formal and informal writing, editing practices, proper grammar and punctuation, rhetorical and persuasive analysis and writing, and all relevant applications. In an editorial position, I would be a worthy resource for editorial writing, research gathering, and related tasks.

Thank you for your consideration and I am looking forward to learning more about the position as well as your business.

Sincerely,

Jane Edison