

Olivia Yahner

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Dear Hiring Manager,

I am interested in the Frontline Impact/Audience Engagement Internship – Summer 2025 position posted on Handshake. Please consider this letter and the attached resume as my formal application for the position. I am graduating from the University of Massachusetts Amherst in May of 2025 with a degree in English, concentration in Creative Writing, a minor in Biology as well as completing the university's Professional Writing and Technical Communication program. I am a detail-oriented professional writer with resourceful problem-solving skills and a passion to enrich people's lives with education, inspiration, and entertainment.

I am a solid candidate for the position based on the qualifications outlined at Handshake. I have strong initiative and thrive when working both as part of a team as well as independently to achieve my goals. Just one example of an independent project is my final project for American Literature and Culture Before 1865 course. I chose to create a web essay on Nathaniel Hawthorne's Young Goodman Brown, one of the readings we went over for the course.

My experience with assisting peers, writing summaries, reports, and memos resonates with your goal to educate, inspire and provide entertainment. My education in Professional Writing and Tech Communication is designed towards exactly this. I have created a Microsoft Word Manual and chose a target audience of Software Engineers. I participated in feedback workshops, forming groups to review each other's work and development. I collaborated with group members, despite having different target audiences but implementing similar processes. In addition, we also had to submit milestone memos of each draft submission over the semester long timeline until final product delivery.

I am excited about the opportunity to be part of GBH Journalism, Media, and Publishing. I know my skills as a professional writer and passion for enriching people's lives with education will be a great fit for this position. I can be reached at the email and phone number below.

Thank you for your consideration.

Sincerely,
Olivia Yahner

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