

Olivia Yahner

Breastcancer.org
40 E. Montgomery Ave 4th Floor
Ardmore, PA, 19003
610.642.6550

I am interested in the Editorial Fellow position posted on Handshake. Please consider this letter and the attached resume as my formal application for being considered for the role. 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, and I plan to complete the university's Professional Writing and Technical Communication and earn my certificate. I am a passionate detail-oriented writer who is interested in helping raise awareness of people who are affected by breast cancer. My experience in translating complex vocabulary to increase reading comprehension makes me an ideal candidate for this position.

I believe I would be a great fit for this position based on the qualifications you're looking for. I have several focus points that relate to your requirements. Specifically, I have created detailed, informative documents which align with based on informative detail-oriented technical documentation expectations. For example, I am currently in the process of writing and completing a Microsoft Word Manual for my ENG 380 course. My Manual is targeted towards Intermediate Software Engineers. The manual's goal is to aid my targeted audience on how to use Microsoft Word's most difficult features such as: Editing margins, adding headers/footers, and inserting tables/reference tables. I believe the skills I have acquired will be helpful in translating complex science and health information for a broader audience.

My research and fact-checking skills will also be helpful in your goal. I know a lot of online news sources and article websites that can aid you in your goal to raise awareness of breast cancer. For example I wrote a final research essay for my Mod Novel 1945-Present course which required me to find five outside sources to support my connection between two readings of my choice from the class. I found 5 articles on different article websites such as google scholar, JSTOR, and TIME.

I am excited about the opportunity to be part of Breastcancer.org, and I know my writing skills and passion for raising awareness of breast cancer are a great fit for this position. I can be reached at the email and phone number here: olivia.yahner@gmail.com, 781.936.5393

Thank you for your consideration.

Sincerely,

Olivia Yahner

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Norwell, MA | 781-936-5393 | olivia.yahner@gmail.com

Education

University of Massachusetts Amherst

- Bachelor of Arts, College of Humanities & Fine Arts, May 2025
- Major: English (Concentration in Creative Writing), Minor: Biology, GPA 3.2
 - Professional Writing & Technical Communication Certificate

University of Maine (Orono) September, 2021 - May, 2022

- Major: Biology

Relevant Coursework

Introduction to Professional Writing

- Communicated complex information to non-specialist audiences.
- Wrote memos, reports, job materials, and a grant proposal that required financial research and article sources to support findings.
- Learned about different AI programs through multiple group presentations.

Professional Writing and Tech Comm 1

- Learned software documentation and principles of page design, writing and editing processes used in the computer industry
- Conducted usability testing of my Microsoft Word manual with 2 participants.
- Wrote a 25-page manual documenting a software product with Microsoft Word.

Computer/Tech Skills

Google Docs, Google Slides, Google Sheets, Microsoft Word, Instagram, Facebook, TikTok, CapCut

Experience

North Star Farms (Intern)

North Star Farms | Norwell, MA | May, 2021 - June, 2021

- Monitored and scheduled daily maintenance for multiple domestics and farm animals
- Collaborated team members for providing proper care for animals
- Directed agriculture maintenance for the farm