

## **Abigail Scarborough**

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Northwest Registered Agent LLC  
906 W. 2<sup>nd</sup> Avenue  
Suite 100  
Spokane, WA 99201

Dear Recruiter,

I am applying to the Content Writer and Proofreader position based in Spokane, Washington. I saw this job posting on your website. I am confident that I could offer Northwest Registered Agent LLC my knowledge and skills in usability and technical writing.

I have earned my Bachelor of Arts degree in Technical Communication with a minor in Visual Communication Design. My education includes specific studies such as document design, usability, publication design, technical editing, professional grammar, instructional writing, and proposal writing. All of these aspects would assist me in developing business content for the company. My formal educational background and familiarity with usability is ideal for projects at Northwest Registered Agent.

My studies at Eastern Washington University have allowed me to gain thorough experience in my field with classroom-based learning and service learning. I am also in the process of completing a 9-week internship for Second Harvest Inland Northwest working with the Development Office. With this experience I have gained a strong set of skills that would be beneficial to your company.

Projects I have worked on include nonprofit grant writing for both Second Harvest and Spokane Guilds' School. The projects also increased my ability to proficiently research information when formulating case statements—this is essential for an effective grant proposal. I also have completed numerous user-based documentations including a set of instructions on how to use a computer application. My knowledge and experience with technical writing, specifically usability, will make me an effective candidate in writing and developing documents that cover complex topics but are easy for clients to understand. Providing positive user-experience is crucial to building a strong client base. Many of the projects I have previously finalized worked within a team setting; although, I am fully

capable of working independently as needed. I finished courses in professional grammar and technical editing, so my abilities to copyedit and proofread are strong.

Over my schooling and formal experience, I have gained skills in a variety of software applications. I am experienced in Microsoft Word, Excel, and PowerPoint. I am also familiar with Adobe CC Acrobat, Illustrator, InDesign, Dreamweaver, and Photoshop. I have worked with large content management software such as Madcap Flare. I have taken courses in public relations writing and could assist in developing press releases if desired.

I am well accustomed to social posting and blogging tones as I manage my own microblog with a 3.3k following. Through this I have made many online sponsor, affiliate, and partnership connections. I could use my experience with this to socialize online, write blog posts, social posts/comments, and develop online relationships with other websites for Northwest Registered Agent.

I believe my educational and work experience in technical communication will help Northwest Registered Agent attain its company goals. I would like to set up a meeting with you at your convenience to discuss your organization and my qualifications for the position. Please contact me at [scarboroughabigail@gmail.com](mailto:scarboroughabigail@gmail.com) or 509.475.5568. I look forward to speaking with you. Thank you for your time and consideration.

Sincerely,

A handwritten signature in black ink that reads "Abigail Scarborough". The script is fluid and cursive, with the first name "Abigail" and last name "Scarborough" clearly legible.

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