

Hallee Hinds

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February 15, 2017

Nathan Rostron
Director of Marketing
Restless Books
232 Third St, A111
Brooklyn, NY 11215

Dear Mr. Rostron:

I am writing in regards to the Restless Books Internship position advertised on Internships.com on November 30, 2016. Please consider me for this internship. My experience and education at Missouri State University makes me a qualified candidate for this position.

My education and activities at Missouri State have prepared me for this position. I have taken several English courses, where I have expanded my knowledge of literature, software programs, and document editing. I have also learned more about myself as a person; I have become more outgoing, and I have gained more experience in working with a team. Through my work with Student Council for Exceptional Children (SCEC), I have learned how to better coordinate and collaborate when working with an executive board.

I currently volunteer for an Undergraduate Research Journal called *LOGOS*. I work as a Peer Reviewer, and in doing this, I must evaluate submissions and determine whether a piece should be submitted for publishing. I work with a small group of my peers for this process, so everyone's opinion is considered in the reviewing process. This volunteer opportunity has given me more confidence to give my opinion in a group setting, and it has also increased my experience in reviewing and editing documents. I remain organized and review submissions before group meetings, so I am aware of what needs to be discussed together.

The enclosed résumé summarizes my educational and professional experience. I would like to meet with you at your convenience to further discuss my qualifications. Please call me at 636.696.3522 or send me an email at hnh522@live.missouristate.edu to arrange our interview. I look forward to hearing from you soon.

Sincerely,

Hallee Hinds

Enclosure: résumé (1)