

JACQUELINE HATCH
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Find me on LinkedIn at <http://lnkd.in/bZQ27B7>

Education

University of Richmond, VA 2010-2014
Bachelor of the Arts
English Major, Creative Writing Minor

Harvard University Summer 2008
Summer Writing Course - Beginning Fiction

Oxford University, England Summer 2007
Summer Writing Courses - Essay Writing and Fiction Writing

St Mark's Boarding School 2006-2010
Southborough, MA
Classics Degree (Ancient Greek and Latin Studies)

Relevant Experience

The James River Writers, *Literary Intern*, Richmond VA, June-November 2013

Direct Report: Sheila Lovelady, Katherine Herndon (804-652-9901)

Job Responsibilities: Writing, Editing, Creating documents for Local Blog Info, Conducting National Conference Research, Organizing the 11th Annual James River Writers Conference and Registering over 300 attendees, Providing quality customer service, Organizing Richmond Writing Groups, and Connecting local authors

The Perseus Books Group, *Publishing Intern*, Cambridge MA, Summer 2009

Direct Report - Ms. Alison Duncan/Subsidiary Rights Department (1-617-252-5200)

Job Responsibilities: Writing, Filing, Copying, Editing business documents, Handling Author Contracts, Working with the Design Editor, Organizing data through the Company Website

Leadership Experience

Vice President of Sigma Tau Delta at the University of Richmond

→Sigma Tau Delta is an international collegiate honor society for students of English

Editor of the St. Mark's School Literary Magazine (2007-2010)

→Poetry and Prose editor for all student submissions

Philanthropy Opportunities

Volunteer, Fundraiser, and Event Planner for Romanian Children's Relief

RCR is a Non-Profit Organization devoted to helping the orphans of Romania

Member of Kappa Alpha Theta Sorority (2010-2014)

Philanthropy opportunities with CASA, Relay for Life, and Stop Hunger Now

Tutor for Richmond's Church Hill Activities and Tutoring
→A mentoring program for local inner-city students

Additional Activities

Musical Director for the University of Richmond's all female acapella group

Talent for Modelogic Wilhelmina Modeling Agency

COVER LETTER

My name is Jacqueline Hatch and I am a young professional seeking employment in the Literary field. I am a recent college graduate from the University of Richmond, where I received my BA in English Literature and Creative Writing. For as long as I can remember, I have been passionate about books and learning, and I am hoping to put my talents to work in a literary type of environment. I am dedicated to producing the best possible writing on every level in order to improve communication and reduce error. I am highly skilled at editing documents to improve grammar, overall content, and sentence structure.

Previous relevant experience includes a three month internship with Perseus Books Group, a publishing company based in Cambridge, MA. Under the direction of Alison Duncan, I learned to handle author contracts, work with the editorial team, as well as perform administrative tasks such as filing, mailing, and making copies.

My most recent employment has been a five month internship with the James River Writers, a non-profit organization that serves as central Virginia's literary hub. Tasks for JRW have included writing articles on local literary events, conducting research on national literary agencies, and organizing and registering over 300 attendees for the 11th Annual James River Writers Conference that took place in October, 2013.

I am currently in the process of writing a Young Adult Dystopian Lit novel about the importance of creativity and art in our culture. Along with my story, I am diligently working on creating a blog page so that YA readers can access small installments of the book each week.

My technical skills include Microsoft Word, Microsoft Excel, Microsoft Powerpoint, Google Plus, Google Documents, Wordpress, Dropbox, and social media sites such as Facebook, Twitter, Instagram, and Tumblr.

I believe I would make a great addition to your organization because I am an extremely hard-working, personable, detail-oriented, and motivated individual with an unparalleled respect and for the written word. I am determined to be successful in the literary industry, and am more than willing to put in the time and effort in order to produce the highest quality level of writing.

Thank you for your time, and I appreciate you considering me for a position with your company.

Respectfully,

Jacqueline Hatch