

Cheryl Anne Cleland  
22 Walmer Rd., Apartment 801  
Toronto, Ontario, Canada, M5R 2W5  
cheryl.cleland@ryerson.ca  
416 807 6975

January 3<sup>rd</sup>, 2017

Attention: 30 Forensic Engineering

I am writing to apply for the position of Technical Report Writer / Editor for 30 Forensic Engineering.

I have earned a BA and an MA in Linguistics, and through my studies I have had rigorous training in English grammar, syntax, rhetoric, and style. Additionally, I have completed the course work for a Master of Professional Communication. I have experience with translating complex content into accessible material, and I have extensive knowledge and experience with editing, writing, and research.

I am currently employed by the University of Toronto Bookstore, and recently finished a contract as a Teaching Assistant at Ryerson University. In this role I tutored English writing to ESL students from the department of Engineering.

For the 2017 DocNow film festival, I edited artist biographies and descriptions of the exhibits. In my recent intern position, I was responsible for writing website copy and ensured that the language of the brand was consistent, accessible, and reflective of the company's values and purpose.

As an Assistant for Digital Education Strategies at Ryerson, I was responsible for turning online course content into enhanced transcripts to comply with Ontario accessibility standards. This involved, among other tasks, transcribing audio content and summarizing documents. As a Content Specialist at Ryerson I was responsible for the copyediting and copywriting of an annual magazine. This included checking and fixing spelling and grammar, ensuring coherence, creating a consistent tone, adhering to style guidelines, as well as liaising with contributors regarding revisions and additional content. I was also responsible for the copyediting of a report regarding the Ontario Ecosystem, which additionally involved fact checking and ensuring consistent formatting.

As a Writing Consultant I met with students for individual appointments to edit their work, and as a Writing Expert I taught lessons regarding various aspects of writing, such as research techniques, citation styles, and essay structure, as well as providing editing and revision services.

I have expert knowledge of Microsoft Office Suite, and I have experience inputting information into databases, creating spreadsheets, and dealing with sensitive and confidential information. I am also an adept researcher and presenter.

I am confident that I would be an asset and I would help contribute to the success and reach of 30 Forensic Engineering. I welcome an interview and look forward to hearing from you at your earliest convenience.

Thank you for your consideration.

Regards,

Cheryl Anne Cleland

## **Cheryl Anne Cleland**

22 Walmer Rd. Apt. 801  
Toronto, Ontario, Canada, M5R 2W5  
Email: cheryl.cleland@ryerson.ca Phone: 416 807 6975

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### **Areas of Expertise**

- Writing
- Editing
- Presentations
- Knowledge Translation
- Microsoft Office
- Time Management
- Organization
- Customer Service

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### **Education**

***Certificate in Criminal Justice & Criminology***  
Ryerson University, Toronto, Ontario, Canada  
In Progress

***Master of Professional Communication***  
Ryerson University, Toronto, Ontario, Canada  
In Progress

***M.A. with Distinction, Forensic Linguistics***  
Hofstra University, Hempstead, New York, USA  
2014

***B.A., Applied Linguistics***  
Brock University, St. Catharines, Ontario, Canada  
2012

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### **Experience**

**Web Orders Associate**  
August 2017 - Present  
*University of Toronto Press*

- Receives, locates, and processes orders made through the University of Toronto Bookstore's online store
- Communicates with customers via email and phone
- Performs data entry

**Teaching Assistant**  
September – December 2017

*Department of Languages, Literatures & Cultures, Faculty of Arts, Ryerson University*

- Provided one-on-one tutoring in writing for students with English as a second language

**Graduate Assistant**

September – December 2017

*Department of Languages, Literatures & Cultures, Faculty of Arts, Ryerson University*

- Graded assignments, essays, and exams

**Editor**

May – June 2017

*DocNow*

- Edited and revised artist bios, project descriptions, and press releases for documentary film festival

**Assistant**

January – May 2017

*Digital Education Strategies, Chang School of Continuing Education, Ryerson University*

- Adapted online course content into enhanced transcripts in order to comply with accessibility standards
- Edited and revised content

**Content Specialist**

2016 - 2017

*Centre for Communicating Knowledge, Ryerson University*

- Responsible for copy editing of magazine
- Ensured that text was concise, consistent and both grammatically and factually correct
- Adhered to style guides
- Liaised with faculty regarding revisions and additional content
- Worked under intense deadline pressure without compromising standards
- Worked on event planning

**Graduate Assistant**

2016 - 2017

*Department of Professional Communication, Faculty of Communication & Design, Ryerson University*

- Graded assignments, essays, and exams

**Writing Consultant**

2016

*Writing Centre, Student Learning Support, Ryerson University*

- Met with students for individual appointments to edit their work and help with the writing process

**Graduate Assistant**

2016

*ESL Foundation Program, Chang School of Continuing Education, Ryerson University*

- Led weekly tutorials which focused on helping students learn course content and improve their English skills

### **Graduate Assistant**

2015

*Writing Skills Initiative, Faculty of Community Services, Ryerson University*

- Taught lessons regarding various aspects of writing, such as research techniques, citation styles, & essay structure
- Provided editing and revision services

### **Teaching Assistant**

2014-2015, 2011-2012

*Department of Languages, Literature, and Linguistics, Faculty of Liberal Arts & Professional Studies, York University*

*Department of Applied Linguistics, Faculty of Social Sciences, Brock University*

- Ran seminars and facilitated discussion
- Edited, revised, and graded student work
- Courses: Language & the Law, Language & Culture, The Study of Language, Introduction to General Linguistics, Syntax, Language & Gender

### **Communications Assistant**

2010

*English as a Second Language Services, Brock University*

- Addressed questions via email and phone and served as the first point of contact for visitors
- Prepared the materials for and conducted orientations for visiting students, chaperones, and delegations
- Worked extensively with partnering institutions and special groups
- Participated in recruitment activities
- Responsible for creating and updating communication materials and website content, updating information in a database, as well as performing other clerical duties

### **Language Monitor**

July – August 2008, 2009, 2010

*ESL Services, Brock University*

- Prepared workshops that integrated activities with English language acquisition
- Collaborated with colleagues to organize and run socio-cultural activities for groups of up to 500 students
- Responsible for supervising excursions and booking venues for events

-----Internships-----

**Pentavere Research Group**

January – April 2017

*209 Victoria St., Toronto, Ontario, Canada*

- Responsible for writing website copy, as well as content for other digital and non-digital platforms
- Ensured that the brand language is consistent, accessible, and reflective of the company's purpose

**Ontario Provincial Police - Behavioural Sciences and Analysis Unit**

2013

*General Headquarters, Orillia, Ontario, Canada*

- Advised officers on language based elements of evidence
- Gave a presentation of the applications of forensic linguistics to the criminal justice system

-----References available upon request-----