

JOB MATCH COVER LETTER

Corrine Johnson

10936 Fillmore St. NE • Blaine, Minnesota 55434 • 612.123.4567
CJohnson_277@msn.com

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Minnesota Historical Society
Human Resources Department
345 Kellogg Blvd. W.
St. Paul, MN 55102

Dear Human Resources Representative:

I am very interested in the position of Editor and creating the Minnesota Encyclopedia. You indicated that your team is looking for someone with the ability to:

- **Coordinate project activities of the Minnesota Encyclopedia**
From idea inception to publication, my three-person acquisitions team coordinated every aspect of our book publishing projects.
- **Perform content editing**
I have nine years of experience editing and publishing books, journal articles and white papers.
- **Develop professional relationships with colleagues, authors and publishers**
My commitment to quality, integrity and the reader has connected me with colleagues, authors and publishers.
- **Organize own time well, coordinate multiple projects**
Experienced with managing three to four simultaneous projects and building trust within a team to complete each project on deadline.

I have what it takes to create the Minnesota Encyclopedia on time and on budget. I am an excellent candidate for this position and would welcome an opportunity to discuss my skills in person. I love Minnesota history and have visited many of the state's historical sites and museums. Thank you for your consideration.

Sincerely,

Corrine Johnson
Enclosure