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Mr. Roy Jones
Senior Editor
USA TODAY / USATODAY.com
7950 Jones Branch Drive
McLean, VA 22108-0605

Dear Mr. Jones:

Thank you for meeting with me last Friday. I found our discussion very informative and am excited about the possibility of joining your staff as an editorial assistant.

As I mentioned in the interview, I can offer many skills and insights essential to the editorial efforts of USA Today. In particular, I've played an integral role as an editorial intern at three different organizations, and have substantial experience copy editing and working closely with staff reporters to help develop story ideas.

You described this position as entry-level. As an intern at the Boston Herald, I reported to city editors and worked closely with reporters, editors, and photographers to facilitate news coverage. I also pitched and wrote news stories for the Web site. Additionally, I've developed a strong news judgment and have the ability to think critically and act quickly.

I am impressed by the long-term possibilities available with USA Today, and I am confident I can make a valuable contribution to the newspaper. I look forward to hearing from you.

Sincerely,

(signature)

Sally Anderson