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To Whom It May Interest,

I graduated this past December from Arizona State University with concurrent degrees in English Literature and History, and I hope to find a career that utilizes this knowledge in the future. In my English studies, I have read many different kinds of literature, from early British literature to pre-modern and modern pulp novels. My studies in literature have given me valuable writing, proofreading, and editing experiences. I have also studied the theories behind video game development and the use of language in culture, two things that I find especially fascinating. My greatest passion in life has always been the art of storytelling, something which is exhibited profoundly in both video games and literature. I hope to become directly involved in their production and editing processes. I feel that I have learned much about literature and literary theory as well as game development and design during my time at ASU. Through my writing experiences over the last four years, I have learned how to write many kinds of documents effectively and successfully, such as research and analytical papers. I feel I have strong proofreading skills and a clear and polished voice. In addition, I recently took a Computer Applications course, and have become very familiar with Word 2010 and its features.

I have held jobs consistently since I was sixteen years old. My experiences at my part time jobs have taught me many valuable skills. They have taught me a strong work ethic and given me the discipline to work effectively and responsibly in groups and independently. My current position at Babies R Us as an Infant Care Consultant and Guest Service Representative has consistently pushed me out of my comfort zone. Though I have no children of my own, I have become an expert on infant care. These positions have taught me to take the initiative to learn new skills and areas of the business that aid with the effectiveness of everyday tasks. I believe that these experiences, along with my writing skills, will help me to succeed in future careers.

I feel I have gained a good foundation of writing skills over the last four years, and I am confident in my ability to learn any new duties quickly. Due to my work schedule and financial needs I was not able to partake in any internships or outside activities, but I believe that my work experience has been highly beneficial. My experiences have taught me responsibility and how to succeed in all areas of life, and I am very enthusiastic about discovering a company with whom I can develop my career. I feel that with minimal guidance I will be able to learn any required skills quickly and I look forward to gaining work experience, particularly in editing. Please feel free to call or email me at your leisure, and I thank you for taking the time to read this letter.

Sincerely,  
Miriam Presley