

# Academic Editor Cover Letter

12042 Charles KeysAlverland, VT 21450-4139

**Dear Bellamy Lynch,**

I am excited to be applying for the position of academic editor. Please accept this letter and the attached resume as my interest in this position.

Previously, I was responsible for training assistance on tools and/or processes with Digital Content team and cross-functional partners (as appropriate) to support content needs.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- Experience working with electronic catalog systems
- Knowledge of Banner, particularly the student module and web interfaces
- Demonstrated interpersonal skills while working under pressure and with various types of groups
- Experience in situations requiring creative and analytical thinking
- Prior experience working independently with computers, scanning and applications such as Microsoft Word, Adobe
- Experience with using scanning equipment and converting PDF documents to computer-readable text
- Experience interpreting visual presentation of data in a written form
- Experience with MathML or similar

**Thank you for taking your time to review my application.**

Sincerely,

Stevie Heller