

**Maryann Brown**

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[Date]

Hiring Manager 132 May St.  
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annon@gmail.com

Dear Sir/Madam,

I am writing to you to express my interest in the Communications Editor/Writer position that NAME OF SCHOOL has advertised on its online job site and to provide some background information that speaks to the extraordinary set of skills that I have to offer your organization. From YEAR to YEAR. I was employed by BUSINESS NAME, a non-profit organization dedicated to the advancement of adults with developmental disabilities through educational and vocational programs. In 2004, I became the Director of Visual & Performing Arts, and was tasked with the responsibility of not only providing a rigorous environment for artistic growth for BUSINESS NAME's members, but also to promote their work in the community at large.

I accomplished this feat by using my own skills as a writer and designer to utilize a variety of media in a way that created a cohesive and compelling image of BUSINESS NAME's artistic endeavors in the community, and through this coordinated campaign of marketing, education, and outreach, I helped to bring exposure and revenue to my organization through such diverse channels as print publications, radio interviews, speaking engagements, conferences, visual advertisements and posters, video projects, and a whole host of other communications tools.

This achievement also demonstrates the deep passion I have for education and community, a life-long love that I hope to continue in PLACE, where I have relocated to join my new husband, a thirty-year employee of BUSINESS NAME, and where I have brought my daughter, who will matriculate at the same in January. Please consider my qualifications, detailed in the attached resume. I look forward to the chance to discuss this opportunity in more detail.

Sincerely,

Maryann Brown