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CGP, Eccle Riggs Hall,
Broughton-in-Furness,
LA20 6BN

Re: Graduate Editors

Dear Hiring Manager,

Regarding the graduate editor position currently advertise on TARGETjobs.com.uk, please find attached a copy my CV for your consideration.

As you can see from my CV, I worked as editor assistance in the university's Alumni Bimonthly for three years, and currently I am a master student on children's literature in University of Reading.

The working experience allowed me to develop editing skill on both paper form and website and ability to deal with details. My current study, along with my tutor experience, helps me to build analytical ability and keep a keen eye on educational problems.

As a foreigner I am able to use two languages and with my original culture, I am pleased to present a different perspective on related subjects. With open mind, positive attitude and patience, I hope my experience can bring something new into CGP and maintain the high quality of the publications.

I am looking forward to working in your ideal place as an editor, even if a trainee place will also be a good opportunity for me for further progress. Thank you for your time and attention. I would welcome more detailed discussion about my experience and wish I could hear from you in near future.

Yours sincerely,

Hsin-Hsin Chang