TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS: [Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE: [Home Phone]**

**FROM**

**[Sender Name]**

**[Sender Title]**

 **Sub:** Letter of Intent for Job

To Whom It May Concern,

My name is Jen Woo. I'm a recent college graduate from the University of Wisconsin with a bachelor's degree in journalism. Writers Press has a truly impressive portfolio of work with an honorable mission to write for all people, no matter their background. Please consider my request for employment on your writing team.

During my time at Oak Ground University, I studied different aspects of journalism and copywriting, including APA style editing, long- and short-form web content, editorial writing and human-interest writing. I also took courses on content marketing, including search engine optimization and search engine marketing.

I completed all coursework with a 3.85 GPA. During my time as an undergraduate, I also worked as a staff writer for the university's student newspaper and interned with several local newspapers as a copywriter. During my free time, I also earned income as a freelance writer for several blogs.

As Writers Press, Inc. focuses heavily on high-quality web content, I believe my skills and experience can make me a valuable part of the team. If Writers Press, Inc. is in the market for new copywriters, please consider me for any entry-level writing positions that may become available. I'm also including my resume, which has more details regarding my skills, experiences and interests.

Thank you for your time,

Jen Woo