

Sarah Fillmore
15 West Circle Street
Brinbaugh, UT 84321

March 5, 2000

John Vaughn
Medical Supply, Inc.
1011 West 400 North
Brinbaugh, UT 84321

Re: Technical Writer Position (#42AS1)

Dear Mr. Vaughn:

I am the author of more than 10 computer books and of two parenting related columns, as well as a medical sciences enthusiast. I am seeking a position that will combine my strength in communicating complex information, my background in developing hardcopy and online documents, and my interest in medical sciences and technologies. The position of Technical Writer (#42AS1) closely matches my experience, skills, and interests.

As a technical writer for Medical Supply, I would bring eight years of experience as a technical communicator, writing for a variety of audiences and publications. My strength as a communicator is making technical information interesting, understandable, and relevant—bridging the gap between technical information and readers' needs. I have successfully written about vision technologies, HTML, imaging technologies, and radar signal distribution hardware, among other technical topics, and am confident that I would successfully apply my experience to Medical Supply's research and developments in vision technology, video conferencing, and related topics.

Additionally, I have the people and project management skills necessary for planning and producing content, establishing and meeting goals, and working as a team member. For example, I have excellent skills in organizing content, interviewing people, and gathering information. Likewise, I am a self-starter capable of managing multiple projects, setting goals, and meeting extreme deadlines. As a technical writer for Medical Supply, I would use these skills to meet individual and team goals, meet deadlines, and develop documents that meet readers' needs.

Finally, as a medical sciences enthusiast, I have applied my interest to several recent projects. For example, I co-authored "Vision Technologies Making Headway," published in the November 1998 issue of *Vision Professional*. Similarly, I have written about computer ergonomics and adaptive technologies for the syndicated column, "Computing Professional." My general interest in medical sciences has provided a basic foundation for further research and projects in the field.

My skills and experience as a technical communicator, as well as my interest in medical sciences, have prepared me for the Technical Writer position (#42AS1) at Medical Supply. I have included my resume, which provides details about my writing experience, publications, skills, and achievements. If you need additional information or would like to see writing samples, please email me at sarah@example.com or call me at (801) 722-5555.

I look forward to hearing from you.

Sincerely,

Sarah B. Fillmore