Maren Holt

Project coordinator and technical writer

Bristol, UK · maren.holt@example.com · 0117 496 0142

Dear Hiring Manager,

I would like to apply for the post of Documentation Editor at Brightwell Publishing. Your books are written by engineers and used on site, and for six years my work has been to stand between those two groups and make the text work for both.

At Ashmead Utility Services I rewrote 35 site procedures and method statement templates that engineers had drafted over many years. I cut each to what a crew needs, checked every instruction with the supervisor who would use it and agreed the changes with its author, who was often senior to me. At Varney Lyle Consulting Engineers I edited nine tender submissions from engineers' drafts, and five were won. Earlier, at Quillbrook Software, I wrote two user guides and the house style guide for a team of three authors.

I am also used to bringing many things to a date. I coordinate ten to twelve live schemes at a time, each with its own programme, and at the consultancy I kept a register of about 2,000 drawings and reports through two external audits that found nothing to correct. Eight to ten titles, each with a schedule, versions and illustrations to check, is work I would enjoy.

I have not worked in publishing, and I would be glad to take your editing exercise. I live in Bristol and could start after one month's notice.

Yours faithfully,

Maren Holt