

Cathryn A. Hennes

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Dear Ms. Chris,

After searching for opportunities on the Cleveland State University's Career Service's Career Line Web site, I found your opening for a Summer Internship. My experiences as a Technical Writer, along with my vast history with Microsoft Office, I am the perfect candidate for this position. Also, with my history in documenting procedures, the maintenance of your Responsible Care Management System (RCMS) is a project I would enjoy.

I have a long history and experience with Microsoft Office. I have been using Word and Excel since 1989, before Microsoft Office was invented. Currently, I use Microsoft Office 2007 and am certified as a Microsoft Office Specialist in Word, Excel, PowerPoint and Access. I consider myself to be an advanced user and trainer of the Microsoft Office Suite. Then, with my educational experience in news writing, I have learned the skills needed to interview people and process that information for documentation. This past fall, my Lab Newspaper class was devoted to not only interviewing individuals, but also reviewing the information obtained, writing the news stories and publishing those news stories every two weeks.

Prior to my returning to school, I was employed at Ernst & Young/Intellinex for seven years and Cuyahoga Community College for two years. With both of these organizations, my experience was requested in writing "How-to" documentation and process instructions for clients, superiors and co-workers. I believe I have an excellent history using my oral and written communication skills. While working for Ernst & Young/Intellinex, I teamed with different departments regarding technical issues with specified access to databases. I was also the main contact person within my department/company when new hires experienced difficulties with the new, specific technologies. Examples of my writing from past employment and my current schooling can be found on my online portfolio: <http://eportfolio.cathyhennes.com>.

Currently, I am completing my Bachelor of Arts Degree in English. With one year left of schooling, this opportunity comes at an opportune time to allow me to gain additional experience as a technical writer in the corporate world. Among the classes taken, the writing classes included a Lab Newspaper and Media Writing, Advanced Expository Writing in Technical Writing, Principles of Public Relations and Creative Writing. My degree will be comprised of as many different writing styles available before I graduate. I currently hold a 3.38 GPA, with a possible 4.0 this semester.

As my skills and education indicate, I have a great interest in writing and documentation. This opportunity would allow me to work in the corporate world as well as giving me practical experience with technical writing. I look forward to hearing from you and can be reached at (440) 377-6566. Thank you for your consideration.

Sincerely,

Cathryn Hennes