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Candlewick Press Internship Coordinator
Candlewick Press
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To whom it may concern,

My name is Sarah Bourdeau, and I am reaching out about the Summer Editorial Internship opportunity at Candlewick Press. I am currently an undergraduate student at the University of New England with a major in Middle and Secondary Education with an English Concentration and Writing minor. I recently discovered this company through the Indeed listing, prompting me to look further into your website. I see it as a fantastic opportunity to enrich my abilities in the writing field, obtaining a better understanding of what it takes to work with staff and learn about the editorial process. Being involved and organized has been something I have been known for my entire life, so extending that into a workplace makes me an ideal candidate for this position.

Extending my creativity into the workplace is an ideal outcome for me, especially where I can combine it with my affection for reading and writing. I would love to learn more about what it takes to be part of an editorial team, and see the process to completion, as I am a hands-on learner who strives to accomplish tasks in a timely fashion. A fast-paced environment keeps me on the move and is where I flourish in the workplace. Multitasking is a skill I have adapted to be the most efficient while remaining beneficial and productive for others. I would be honored to have a chance at this opportunity to help with the undertaking of tasks and communication that comes along with the editorial proceedings. I hope to be considered for this position due to my passion for organizational skills in addition to wishing to further my experience in the field of writing, while helping local communities. To me, Candlewick Press is dedicated to illuminating the author's works to reach all types of readers in the community. I am inspired by this commitment, and hope to aid in and learn from this opportunity.

I am more than willing to partake in an interview and meet anyone involved in the company; though, a phone call or email is also appreciated, and I look forward to hearing from you. Please reach out with any questions; I would be happy to answer them. Thank you for your time and consideration.

Sincerely,



Sarah
Bourdeau