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Name Withheld

July 13, 2006

SAS Institute Inc.
DEPT MOS
SAS Campus Drive
Cary, NC 27513-2414

Re: Position **7898JBO**, Corporate Communications Specialist (Corporate Communications)

Good morning,

As a leader in the high-tech industry, I expect SAS would want a **Technical Writer**, experienced in **corporate communications**, who has:

- Developed **multimedia promotional materials** such as writing and editing **Web site content**, providing **heuristic evaluations** of client Web sites and **writing scripts** for multimedia presentations,
- Worked with a variety of **high tech** and **consumer product businesses** to write, design, edit and produce **newsletters, brochures**, business cards, letterhead and other print-based marketing materials,
- Demonstrated an ability to **develop and adhere to a project plan, coordinate team members**, track progress and adjust the plan if necessary,
- **Advised clients as to best methods for reaching their target audience**,
- Provided **consulting services** to other organizational departments, and
- Served as a **liaison between client development teams, subject matter experts and corporate executives and partners**.

These are examples of the professional skills and experience that I've gained and the work I've done. I'd like to do more—as a member of the SAS team. Given SAS's reputation for cutting-edge products, excellence in communications and award-winning workplace environment, I would like to be considered for the Corporate Communications Specialist position. As a **trained and capable communication specialist**, I have valuable experience to offer the Corporate Communications Department as they **spearhead marketing initiatives, promote SAS products and support corporate goals**.

At my present job, I am involved in **planning, coordinating and carrying out varied communication projects**. Whether I'm moderating a focus group for participants' impressions of a new product, testing a software interface for usability or designing documentation that is accessible, readable and accurate, the satisfied end-user or customer is always central. Through previous contract positions, I have organized, written and edited:

- *Multimedia training materials*
- *Articles for Intranet publication*
- *An employee benefits guide*
- *A corporate style guide*
- *Software user manuals and design documents*
- *Operational and instructional handbooks*

Enclosed, please find my resume. I would appreciate the opportunity to present my portfolio. I will follow up by email within the next couple of weeks. Thank you for your time and consideration.

Sincerely,

Name Withheld