

JENNA ALLIN
COPY EDITOR / PROOFREADER

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Hello there,

I am interested in applying for the position of writer/blogger/copy editor/proofreader. I am extremely excited to be leaving the ownership and management of my husband's chiropractic practice and believe my experience and knowledge in the field of writing makes me an ideal candidate for the position. I have been a Life Coach and writer for 7 years as a hobby and I'm excited to share my website and training materials with you, so that you can examine the content and quality of my work.

I have enclosed my resume along with this letter including detail about my experience in the field of writing.

I have a high ability to work from any location at any time. My writing work has given me thorough proficiency in making drafted copy ready to publish. Key are my exceptional skills in psychology-focused content centered on personal development, organization and attention to detail, creativity and adaptability. I am proud to be a quick learner as well, and have the ability to sit and type for extended periods.

I would appreciate if we could schedule a time to speak in person to further discuss this opportunity. You can call me any time of day or evening.

Thank you for your time and consideration.

*Genuinely,
Jenna*

JENNA ALLIN

COPY EDITOR / PROOFREADER

ABOUT

Dedicated and detail oriented Freelance Copy Editor with exceptional organizational skills and an uncanny eye for what grabs a reader's attention. Holds a degree in psychology and certification in hypnotherapy - trauma recovery work and subconscious blockages to health, wealth and success. Strength in organization and creating flow or systems for generating, editing and publishing content.

CONTACT

815-575-5116

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EXPERIENCE

COPY EDITOR | PROPERTY UNDER THE PALMS | PRESENTLY

- Preparing old website articles and content for transfer to new site
- Created flow system for editing, approvals and content organization
- Edits of first drafts, returning work to author for approval and move to second draft
- Dividing articles with excessive length into two coherent pieces of content
- Insert appropriate eye-grabbing images associated with feature pieces
- Linking similar columns to one another for SEO purposes
- Ensure content is free of grammar and spelling mistakes and contains appropriate tone, syntax and diction

AUTHOR | MANIFEST YOUR LIFE NOW | 2010 TO PRESENT

- Preparing and devising organizational systems for creating training manual, from conception to completion
- Writing hundreds of pages of content
- Composing blog articles on the topics of personal development
- Generating and researching ideas for posts
- Promoting new posts using advertisements, emails, social media to alert and attract new readers
- Advocating and interesting others about interests and services

QUALIFICATIONS

- Background in personal development, life coaching, trauma recovery
- Strong understanding of how to make words work together, cutting down articles before publication and editing work on different topics
- Mindful and knowledgeable about the emotional effects of the written word
- Able to handle multiple projects simultaneously with accuracy and efficiency
- Strong experience in blog articles and social media posting
- Avid consumer of content through mobile form
- Excellent at noticing, with keen detail, errors in writing like run-on sentences, or excessive articles length
- A natural at noticing which words, writing and advertising styles come across best to consumers