

[Subject: From NEC: Career Advisory Network]

Dear Ms. Hubner:

Gene Durkee, the Director of Career and Life Planning here, suggested that I write to you for information on how to “break into” the field of editing. I really appreciate your willingness to help. Gene told me you were busy, so I won’t take much of your time.

I graduated this summer with a degree in Creative Writing, and have experience as a writing tutor and a note-taker. Like any writer, I’ve dreamed of publishing. My current goal is to somehow make a living as a “communications specialist” in a non-profit organization: marketing, editing, and publishing. I have many questions concerning my future career at this point.

Since I’m on a serious job search, of course any leads you have would be appreciated, but there are many other ways in which you could help me. For instance:

- How did you get your first editing job?
- How did you develop your skills as an editor?
- Have you ever taught yourself website design (this seems to be a critical skill now)?
- Do you know of any organizations, or kinds of organizations, that might need volunteers for newsletter work, etc.?

Thanks again for being available. Answer me when you have time, and tell me about your career, and how you developed it. Again, a list of possible organizations to try would be helpful.

I wish you all the best in your own career!

Sincerely,

George Brown