I was excited to see your opening and hope to be invited for an interview.

I graduated with a B.A. in Journalism with an emphasis in News Editorial. My background includes features and news writing. I worked heavily in digital and print content for Dime Entertainment Magazine. Using WordPress, I wrote and published content to the publications website. I eventually shifted to administrative work with producing an event calendar and assisted with magazine events. Throughout college, I balanced working as a full-time server/student while interning for two semesters. I was offered to work as a part-time administrative assistant for Dime Entertainment after the internship, so I work well in high stress environments, workloads and deadlines.  
  
I have intermediate knowledge with Adobe InDesign, Adobe Photoshop, and Adobe Premiere. If I don’t know how to work something, I will quickly learn. My previous title was a Community News Fellow at The Times-Picayune in New Orleans, where I mostly worked in the home and garden section. But, I delve into the art scene, community events and changes in city policy. I scheduled content to be posted on the web through Movable Type, edited content to be posted, produced digital slideshows from photo archives and generate ideas. I work with data entry producing the online/print calendar using the Event Tracker database. Digital content produced by myself has received the highest page views in Advance Local media companies daily/weekly content. I look forward to learning and understanding the new communities I migrate to.

My digital content for NOLA.com has been one of the most top viewed articles for Advance Local, which includes digital content around the country. I work extremely well with teams too! The Penny Hoarder also just published my article on Taco Bell and eating healthy, which reached 5,700 views and continues to climb.   
  
I know my main focus was journalism, however I am looking to expand my skill set. This would be the perfect opportunity.  
  
I am confident that I can offer you the skills and work ethic you’re looking for. Feel free to call me at (813) 404-9893 to arrange an interview. Thank you for your time—I look hope to hear more about this opportunity! My portfolio is located at http://kendrasmithparks.com.

Thank you,  
  
Kendra Smith-Parks