**Nadine Meyer**Publishing Specialist

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**Judy Smith, CEO**  
Prints & Fiction Inc.  
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Los Angeles, CA 90049

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Dear Ms. Smith,

As a great enthusiast of the works that you publish, I was excited to read about you planning on expanding your business to an international level. I have seven years of experience working in the publishing industry and I would love to use my skills for the benefit of your company.

I started my career as a publishing assistant at the ABC GmbH in Germany. Since the company valued my reliability and analytical abilities, I was responsible for the organization of important data and finances. Later on, I decided to use my organizational skills to become a publishing specialist and chose to work for the XY company which has business partners all over the world. During that time, I have learned how to:

* Establish contact with creators, managers, and clients and effectively negotiate terms of publishing.
* Manage the company’s budget and foresee financial challenges.
* Analyze the market’s development and react to current demands.

I know that communication is the key to success and if you want to grow you need to think globally. Therefore, I am currently learning Japanese. I also speak German and English fluently and know some basics in Spanish. I admire the power of language and I am passionate about literature that transcends cultural boundaries.

I know that you are looking for an experienced publishing specialist with creative ideas and I strongly believe that I would be the perfect addition to your team.

I would appreciate the opportunity to get to know you in a personal interview. I am willing to answer any further questions and look forward to hearing from you. Thank you for taking my application into consideration.

Best regards,

Nadine Meyer