Chapter 8

Activity 8-1 Improving Your Editing Skills

**Directions:** Edit the following paragraphs. Insert proper punctuation, correct misspelled words and grammar errors, insert paragraph breaks, and rewrite sentences to improve the structure as needed.Then, rekey the paragraphs in proper form. Once you have finished, submit the rekeyed copy to your instructor.

This letter is an unsolicited application for a merchandising position with your company. I have just graduated from wesleyan university with a degree in business administration and am eager to begin working in a position for which I have trained. As you can see by the enclosed resume all of my work expereince has been in department stores. I have expereince selling household items mens fashions and childrens clothing and am very well educated in merchandising practices. It is my goal to peruse a permanent position in the department store business and have a full time career in merchandising. I am willing to interview for any entry level position that may become available in your company. I can ofer you a strong comitment to learning and am willing to participate in any training programs your company would offer. Thank you for your time i am sure you receive many un solicited applications but hope that you will consider me for a potential interview. I would appreciate the opportunity to have a telephone conversation or in-person meeting at your conveneince. I can be reached and day after 3:00 pm at 555-555-1212 or at the number on my resume. Thank you again for your consideration. I look forward to hearing from you soon.