

JADA JOURNALIST

INVESTIGATOR | WRITER | PHOTOGRAPHER

jjournalist@gmail.com | 123-456-7890 | jadajournalist.com

Jordan Employer
Head of Human Resources
One Project
San Francisco, CA
October 15th, 20XX

Dear Hiring Committee:

Please accept this letter and accompanying resume for the writer/editor position with One Project. I was thrilled to see this position posted on Idealist as I have recently graduated from the University of Oregon's School of Journalism and Communication and am actively seeking roles that will allow me to grow as a writer. Given my experience writing on a variety of topics and passion for social justice, I believe that I have the skillset and determination that would allow me to thrive on this team.

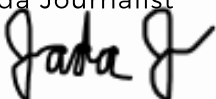
I can clearly remember the moment that I knew I wanted to pursue a career in writing when I was reading an article in my local paper about changes to local regulations. After reading the article, I was inspired by how the writer was able to sift through the political jargon and present a clear picture of how this new regulation would affect my life. Although it seems insignificant, this moment helped me understand that I could connect my love of writing with a career where I could share this passion with others. One Project's commitment to social innovation for a better future resonates deeply with my experience as a young mother who worked full time in addition to earning my degree. I am excited by the opportunity to draw on my lived experience and passion for social justice to contribute to One Project's goal of creating a more equitable world.

My most relevant experience to this role includes a feature length article I wrote on food waste in Eugene. I chose to pursue this topic as I learned that the Fred Meyer where I work as a pharmacy technician actively donates food to prevent waste. In creating this piece, I spent several weeks researching food waste at a local, state, and national level to understand how different areas dealt with this issue using academic and popular sources to establish a foundational knowledge of the topic. Then I interviewed a diverse array of voices to ensure that my story had diverse representation but focused particularly on the individuals from grocery stores and restaurants because of their ability to make a drastic impact on food waste in the community by donating food before it reaches the point of expiration. My story on food waste offered some solutions to common problems in Eugene that I learned by researching policies in other cities and I received positive feedback from readers. As your team is seeking a curious writer who is committed to pursuing diverse topics focused in equity, I am confident that my experience working with similar topics would be an asset.

In addition to my professional work as a writer, I have extensive experience as both a pharmacy technician and a proof operator where I have learned the importance of efficiently meeting deadlines and being attentive to details. These experiences challenged me to work with diverse groups of people while still meeting client needs. Further, I believe that my ability to balance my personal and professional life with my academic workload demonstrates my ability to exceed the expectations of this role.

At your earliest convenience, I appreciate the opportunity to speak with you further about my qualifications. Thank you for your time and consideration, I look forward to hearing from you.

Best,
Jada Journalist



Writer/Editor

REMOTE PART-TIME

One Project is looking for an experienced writer/editor to craft and edit internally produced written materials to ensure that all OP research and external facing materials reflect our purpose and current state of work.

The ideal candidate will be a deep analytical thinker and an expert wordsmith with a mix of technical and creative skills to develop, interpret and fine tune One Project written products to co-create our vision with diverse audiences and stakeholders.

As a member of the Communications team you will have the following areas of responsibility:

- Editing and writing OP written materials such as articles, opinion pieces, organizational overview documents, website content, and position papers for external audiences
- Preparing research documents and inquiry summaries for external review
- Overseeing the translation of internal knowledge into publication-worthy long- and short-form materials
- Coordinating end-to-end production of all external facing written works
- Building database of publication opportunities
- Monitoring responses and responding to comments from the public
- Completing writing projects, meeting deadlines and following content requirements in terms of style and project specifications
- Creating style guides and quality control processes to ensure content is defensible, consistent, and clear
- Producing, editing, and customizing content for diverse audiences
- Collaborating with One Project team to execute communication plan

The One Project Writer/Editor will join our team with:

- Proven record of excellent writing demonstrated in a professional portfolio;
- Record of exceptional editing and proofreading skills;
- Ability to research and synthesize complex information on a wide range of topics;
- Able and excited to write about complex or academic topics in a lucid, clear, and accessible style;
- Ability to prioritize and plan to work on multiple projects with different objectives simultaneously;
- Experience writing for diverse media platforms;
- Experience with content development for diverse audiences;
- Intense attention to detail;
- Evidence of writing or other types of experiences on social justice, ecological crisis, and the other pressing issues of our times;
- Motivation by both your ethical compass and a bottomless curiosity;
- Ability to give and receive constructive feedback;
- Experience interpreting academic writing preferred;

We are looking for One Project team members who approach their work with:

- clear thinking and communication skills with a mind open to new ideas and ways of considering the world
- being comfortable with ambiguity (our objectives are complex and often hard to apply metrics to) but capable of driving clarity and action)
- the ability to work in a dynamic environment (our goals are constantly evolving and responding to our learnings in the field).
- a strong focus on efficiency while being extremely capable of integrating diverse cognitive styles and cultural backgrounds
- excitement to engage with all levels and types of work with excellence
- creativity with problem solving and collaboration
- curiosity and ethical concern about the need to build better systems
- interest and drive to grow in your position and the organization

Why join our team?

Are you purpose-driven, passionate, committed to collaboration and playing an active role in building a positive future? Join our growing team of social innovators, technologists, scholars, community leaders, organizational development experts, and strategic thinkers to build a world where all life thrives.

One Project is committed to building a team that reflects the world we live in. Our goal is to build an inclusive environment where all people feel that they are equally respected and valued. We welcome applicants of any educational background, gender identity and expression, sexual orientation, religion, ethnicity, age, citizenship, socioeconomic status, disability, and veteran status. We are a global organization with team members working remotely across the world. As a member of One Project you will work in a supportive environment where every idea deserves consideration and respect. You will also receive a competitive salary and generous benefits including full medical, vision, and dental insurance coverage.