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16 January 2013

Dear Sir or Madam:

This letter is to inform you of my qualifications as an English-language editor and writer of the highest standard, which derive from the fact that I am both a native English speaker and have been awarded a degree in English and Literature Studies at the university level in the United States of America (College of William & Mary, Williamsburg, VA).

Additional credentials include employment for five years at the *Washington Post* newspaper as an editorial and copy aide (Washington, DC), as well as independent work experience through my company, Reitz Ink, involving various publications, cultural institutions, and academic interests in both the United States and the Netherlands.

My CV, references and other information are available upon request.

Sincerely,

Dutton R. Hauhart
Reitz Ink