March 15, 2013

The Council on Foreign Relations

58 East 68th Street  
New York, NY 10065

RE: Production Editor, Publishing

Dear Sirs/Madams:

Please accept this letter in application for the position of Production Editor, which is currently posted on your Web site. As a CFR partner, I have worked closely with your organization over the past eight years and believe my knowledge and skills would be an excellent fit for this job.

I am presently the project editor for *Columbia International Affairs Online* (CIAO), an electronic database encompassing think tank papers, journal articles, videos and e-books. CIAO is closely associated with the SIPA Department at Columbia University and is jointly managed by Columbia University Press and the Columbia University Libraries System.

Under my direction, CIAO has significantly increased its subscriber base and greatly expanded in scope to include more European, Asian and Latin American content. I have overseen and coordinated many projects at CIAO including the creation of an atlas tool for displaying country data, architecting a customized CMS for frontend content management, and placing our e-books on an exterior (Tizra) platform to facilitate book purchases (ongoing). In 2007 I negotiated a partnership agreement with the Economist Intelligence Unit that allows us to upload EIU country data and other content onto the CIAO site.

With my extensive editorial, digital and international experience, which includes five years of working and studying in Egypt, and with my firm commitment to the highest standards of accuracy and thoroughness, I believe that I am an ideal fit for this position.

I would welcome the opportunity to meet with you to discuss your needs and my qualifications in more detail. Thank you very much for your consideration.

Sincerely,

Robert Sedgwick