

send them something that might elicit a reply from their real email address, which will either be a clue as to their website or will often provide the website, address, and other real-life info you need.

I would not invest much time in putting together a package of your information until you can determine if it is a serious and legitimate opportunity, and one that you feel good about. I would put together a simple, one-page back-grounder highlighting your expertise, abilities, and experience that you can send as an attachment or copy and paste into the body of an e-mail, depending on what they request. Come up with one document that could be used for any of these type postings-- maybe two if you do both writing and editing, and have a lot to list about each.

Then when I saw something that looked possible, I'd send the one-pager, with an introduction along the lines of "I'm interested in learning more about your needs in order to see if we might work together. If my background below (or attached) looks like what you are seeking, do get back to me by e-mail or phone so we can discuss your project further."

From Melanie: If you'd like a free copy of my one-page back-grounder, send me an email with "Back-grounder" in the Subject Line. I don't dread those anonymous job postings now as I know I can send them something lickety-split. Thank you, Dana!

~~*Never miss a new blog post again! You can now subscribe for free to my blog for new moms Spit-Up On My Shoulder. Click on the Subscribe message at the top of the left-hand column at the blog (sign-up is quick) and you're on your way.

Recent blog posts include: Maternity Leave and Employment Patterns of First-Time Mothers, Interview with actress and mom Kim Raver, and Mom Appreciation--You Are Not Invisible.

~~*Congratulations to Cheryl Wenzel for being the first writer to submit a query letter for review after reading ***Get Your Articles Published!*** Great job, Cheryl. Let me know when you get the magazine assignment. :)

Until next time,
Melanie Bowden
Author of *Why Didn't Anyone Tell Me? True Stories of New*

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