

CAPABILITIES STATEMENT

COMPANY STRUCTURE

Sole Proprietorship

CONTRACTING DATA

DUNS: 08-002-9898

CAGE: 7GV85

Woman Owned

EDWOSB

NAICS: 711510

CLIENT TESTIMONIALS

"I have found Jessica's writing and editing services to be a valuable contribution to my business ventures. She is reliable, professional, and always willing to go the extra mile to provide my business with compelling copy. She has written and edited my projects with precision and creativity. I would recommend her writing and editing services to anyone looking for a fresh approach."

– Brian Rawlings, Senior Partner, Back Porch Group, Inc., Nashville, TN

"Jessica wrote for our newsletter while she was a member of our non-profit board. She is an amazing writer, and we had great feedback from her articles. We truly miss her & her writing skills. I highly recommend her!"

– Sarah Williams, Owner, Dusty's Riders

COMPANY OVERVIEW

JD Writing and Editing Services will work with you to create your unique story for your print and digital needs.

With a distinctive voice and adaptable writing style, I use my expertise to create accurate copy to enhance your existing material and to produce engaging original content.

Affordable to you and your business, JD Writing and Editing Services will find the words that get you noticed!

SERVICES

- Feature Articles
- Blog Entries
- Website Content
- Newsletter Content
- Company and Executive Biographies
- Press Releases
- Transcriptions
- Newsletters

ARTICLE WRITING, BLOG ENTRIES, WEB CONTENT

- Receives list of article topics and their expansion limits by the editors
- Gathers information and content material regarding the subject topics
- Conducts interviews both in-person and via telephone
- Organizes the collected information and the subject matters
- Reads copy to detect and correct errors in spelling, punctuation, and syntax
- Prepares, rewrites and edits copy that improves readability
- Ensures consistency of style
- Inserts SEO keywords and hyperlinks in appropriate places in copy
- Re-writes, edits, and revitalizes Business to Consumer (B2C) and Business to Business (B2B) copy for business websites

NEWSLETTERS

- Integrates the goals of the newsletter with the organization's strategy
- Ensures relevant and well-written content
- Proofreads, fact-checks, and copyedits
- Formats texts with images and photographs
- Drafts clear, concise, and precise sentences

TRANSCRIPTIONS

- Thoroughly researches names and information
- Maintains the accurate voice of interviewee
- Proofreads and edits final copy