

Adam Jobseeker

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September 26, 2007

Hiring Agent Name, Title
Company Name
Address
City, State Zip

Dear Hiring Manager:

I am writing in response to the position of **Assistant Producer**, advertised as being open at this time with your company. I am multimedia professional with skills and experience in production, video editing and graphics production, sound design, and many other areas. My training in project management, as well as my ability to learn quickly and apply knowledge effectively, would enable me to play a valuable role in expanding your business.

My knowledge of editing, audio engineering, sound and Foley production, and other multimedia processes, as well as my skills in client relations and project management, make me a perfect choice for this position. My technology skills are well developed, and include PC repair, SSL 6000 series mixing console wiring, and an extensive list of software applications. I am hard working and able to multi-task effectively, and I follow up on all issues until they are fully resolved.

I am familiar with overseeing voice over and animation work, authoring scripts, and creating sound effects libraries. During my time with LGI Multimedia I have produced CDs, DVDs, marketing and commercial videos, and other projects. An internal promotional piece I created has been featured at both the 2001 and 2002 Association of Broadcasters' annual conventions.

I would bring to any position first-rate communication skills, a commitment to customer service and satisfaction, and the ability to coordinate production, distribution, and client support functions. In addition, my leadership and business skills could prove to be of value.

I will call your office in a few days to inquire about the possibility of a meeting.

Thank you for your time and consideration.

Sincerely yours,

Adam Jobseeker