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HIRING MANAGER

VBE Media, Inc.
(123) 456-7890
email@example.com

Dear VBE Media Hiring Manager:

During my past three years as a post-production assistant for Bravo's "Real Housewives of Atlanta," I've been consistently praised for my efficiency and expertise in editing video and audio segments. I hope to bring that same standard of excellence to your advertised Production Assistant role.

I have five-plus years of combined experience in reality TV, primetime TV, and full-length feature films. In addition to "Real Housewives," these include "Stranger Things" (Netflix), "Lady and the Tramp" (Disney), and "Jumanji 2" (Columbia Pictures). Through this experience, I've built a reputation for outstanding time management, team collaboration, camera equipment handling, and audio-video editing.

On my enclosed resume, you will find a detailed overview of how I've built and applied these skills toward successful entertainment productions. In particular, I'd refer you to the most recent job description (Post-Production Assistant, Bravo), which gives a good preview of the level of quality and efficiency I'd bring to your organization.

I'd welcome the chance to discuss my skills with you further. Please call or email me to arrange an interview. I'll follow up with you soon to confirm you received my resume and see if you have any initial questions. Thank you for your time and consideration.

Sincerely,

(Insert Signature Here)

JEREMY WEBSTER