

Mx. Taylor Gibbons
QVS Sports Media
123 Your Street,
Houston, TX 12345
(123) 456-7890
example@youremail.com

[month, day, year]

Dear Mx. Gibbons:

During my past three years as a production assistant for the NFL, I've been praised for delivering top-quality headshots, action shot cutouts, motion, and still graphics. I'd love to bring that same level of excellence to your advertised Production Assistant role.

A sports-focused post-production assistant, I have a strong background in outdoor adventure and professional football coverage. My experience includes projects with Netflix, HBO, and two major TV networks. Below are three highlights from my education and career to date:

- Achieved 100% factual accuracy while generating displays of various player and team information
- Facilitated HBO's production of the NFL documentary "Hard Knocks." Traveled with the crew and NFL team for joint practices and preseason games
- Graduated with honors from one of the top-ranking film schools

Enclosed is my resume offering a quick overview of my career highlights. In particular, I'd refer you to the most recent job description (Production Assistant, NFL), which indicates my expertise and the commitment to quality I'd bring to your organization.

I look forward to potentially telling you more about how I can excel as your new Production Assistant, and I am available to talk at your convenience. Thank you very much for your time.

Sincerely,

Hazel Reid