

Note: Your cover letter font, style and size should match your resume

Phoebe Freshman

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Carrollton, GA

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September 2, 2016

Ms. Jasmine Rojas

Manager, West Georgia Film Company

456 Bankhead Hwy

Carrollton, GA 30117

Re: Production Assistant Position

Dear Ms. Rojas,

Please accept this cover letter and enclosed resume as my application for the position of Production Assistant, which I found on the University of West Georgia's WolfWorks. After researching your company and viewing some of the past productions on YouTube, I am confident I can provide assistance to West Georgia Film Company.

I am currently enrolled at the University of West Georgia in Mass Communications. My focus is in my lifelong passion: film. Though not advanced in Adobe Premier, I am an expert at using Adobe Photoshop on both Windows and Mac. My eye for detail has proven to be a great asset, such as when I prevented a major typo from being published during my time as Co-Editor for my high school yearbook.

Thank you for reviewing my qualifications for the Production Assistant position. I look forward to discussing my experience in further detail with you. I can be contacted by phone or email at (770) 123-4567 and pfreshman@my.westga.edu.

Sincerely,

Phoebe Freshman

Phoebe Freshman