

# Production Assistant Cover Letter Sample 1

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**Leah Carlson**

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**Jason Peterson**

Producer

**Channel 2 News**

336 Mountain Way, Oklahoma City, Oklahoma 22114

Dear Mr. Peterson,

Recently, I discovered that Channel 2 News has a job opening for the position of production assistant on their website. I would like to apply for that position, and feel that my previous experience and job skills make me an excellent candidate. In addition to having ten years of experience in the television industry, I hold a Bachelor of Fine Arts in media studies. Through my studies and hands-on experience, I have gained the knowledge necessary to assist the Channel 2 News crew in their goal of producing "Oklahoma City's Best Evening News Coverage."

In my current position, I work as chief production assistant at Channel 12 Evening News in Tulsa. In this position, I take responsibility for managing a multitude of technical and administrative tasks. Making sure that everyone has their proper script is my responsibility. I also assist with both the lighting and the sound production. Overseeing guests' accommodations also falls under my duties.

The responsibility that I am most proud of in my current position involves setting up and managing all of the social media presence that Channel 12 has on the web. When I first came to work for the company, they did not have an internet presence. That has since changed, and we now have an active and engaging social media presence.

As a production assistant, I excel at organization and computer skills, including MS Office. I also have significant experience in Photoshop, Premiere Pro, and After Effects. My hands-on experience includes a variety of types of teleprompters, boom microphones, and stage lighting rigs. The most important skill that I have cultivated is the ability to remain friendly, approachable, and professional at all times, no matter how much stress the situation may involve.

Although I have greatly enjoyed my time here in Tulsa, I very much look forward to producing the kind of groundbreaking news that Channel 2 produces regularly. I look forward to bringing my unique personality and proven skills to the rest of the Channel 2 Evening News crew. Please contact me by email or by phone as soon as possible to arrange an interview.

Sincerely,  
Leah Carlson