

Production Assistant Cover Letter Sample 2

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Jody Riley

Executive Producer

Children's Afterschool Adventure Hour

78 Diamond Avenue, Hollywood, California 74125

Dear Mrs. Riley,

While browsing the job notifications board of my alma mater, the University of California at Berkeley, I was excited to learn that your program has an opening for a production assistant. After earning my Bachelor of Arts degree from Berkeley five years ago, I immediately began working for my current employer as a production assistant. As my attached resume demonstrates, my level of responsibility has steadily increased during my employment. I look forward to bringing my knowledge and capabilities to your program.

My current employer is a weekly educational program that features a cast of children and animals in addition to the adult host. Many of my duties involve coordinating the routines, needs, and responsibilities of the children on our shows. It also involves answering any questions that they may have about the script. I also handle any errands that the cast or crew need to be fulfilled.

I was a production assistant during the Emmy Award-winning episode, "Going Wild With Alligators!" In particular, that episode was highly praised by the Academy for its sound and visual qualities, both of which I oversaw. Additionally, although I began as a new production assistant with little experience, I have since gone on to achieve a supervisory position that involves training other production assistants.

While working in my current position, I have been able to thoroughly demonstrate my strategic abilities. This is an important skill to have when dealing with children. Since they are not particularly organized themselves, a production assistant working with them must have the very best organization and planning skills, and I have found this to be a particular strength of mine. I also possess the ability to operate standard editing, lighting, and sound equipment.

My previous experience with children on set as a production assistant would make me a valuable fit for your children's program. I look forward to discussing my experience both as a patient assistant to child actors and as a competent technologically minded production assistant in

greater detail. I am most easily available after 3 p.m. by phone, though I can be reached by email at any time.

Sincerely,
Hayden Messina