

SAMPLE COVER EMAIL

READ THIS ARTICLE BEFORE PROCEEDING. It has a lot of very practical tips for success with your cover letter:

<https://tinyurl.com/lettertips>

(Always get a name if you can, so your email doesn't disappear down the rabbit hole of info@filmco.com) Make sure you spell their name correctly!

Ms. Laurie Producer

555 Manager Way

Orlando, FL 32111 (I know it's an email, but put their address anyway, it shows attention to detail)

Dear Ms. Producer:

Tell a story about yourself as the article suggests. This will grab your audience and make you stand out. You are going into the field of storytelling, right? This should be the fun part. Choose something that is relevant to the work of the company to which you are applying.

Then go into specifics:

I am currently a student in the University of Central Florida School of Visual Arts and Design Film Program. I am interested in interning with your company because (here's where you demonstrate that you have done research on this place and can tell them what you can do for them, as well as how the internship will benefit you and help you achieve your goals.)

I attach my resume. I am a hard worker and willing to do any entry-level work that you may need. I am particularly interested in (PUT YOUR AREA OF INTEREST HERE). I own my own Sony DV camera package and have been shooting wedding videos for the past two years to make extra money for school. (PUT WHATEVER YOUR SPECIAL TALENT OR RESOURCE IN FILMMAKING MAY BE HERE...)

I look forward to hearing from you soon to discuss opportunities with your company.

Sincerely,

Pat Smith

Cell: 407-XXX-XXXX

Email:

NOTES

- Get a name of the person to address letter to if possible.
- Note what you are willing to do (everything) and then what you would like to do. They might be able to place you in a department that you desire.
- Include any unique skills that you can highlight. It will help you stand out in the crowd.
- Read the letter aloud, or better yet, ask a friend to read it aloud to you. You will catch mistakes and will be able to adjust any awkward sentences that seemed okay when you wrote them.
- Call a week after you have sent your resume in and ask if they received it. After a second week, re-send the material. Contact the place in some way once a week so they know you mean business.