



YOUR NAME

SENIOR VIDEO EDITOR

COVER LETTER

TO

MR. Russel Alexander

HRD Of Great Company

GREAT COMPANY AGENCY

123 Anywhere St., Any City

DATE

Tuesday 25 / 05 / 21

CONTACT INFO

Phone +123-456-7890
Email hello@reallygreatsite.com
Fax +123-456-7890
Address 123 Anywhere St., Any City
Website www.reallygreatsite.com

SOCIAL MEDIA

@reallygreatsite

TO WHOM IT MAY CONCERN

Briefly introduce yourself. If another person referred you to the reader mention the name of your referent and why you are specifically writing to the reader.

State that you are exploring employment opportunities in your field of interest. State clearly that you would like to obtain advice, suggestions and information about positions in your field, and that you do not expect the reader to know of any available openings at this time. Be specific in your reasons for wanting to meet with the reader. You may wish to either enclose a resume or take one to the meeting.

State that you will call on a certain day to arrange a brief meeting at his/her convenience.

Express appreciation for his/her consideration and for his/her assistance in your job search.

Briefly introduce yourself. If another person referred you to the reader, mention the name of your referent and why you are specifically writing to the reader

State that you are exploring employment opportunities in your field of interest. State clearly that you would like to obtain advice, suggestions and information about positions in your field, and that you do not expect the reader to know of any available openings at this time. Be specific in your reasons for wanting to meet with the reader. You may wish to either enclose a resume or take one to the meeting.

Andrew Moriarty

Senior Video Editor