

# Vanessa Suarez

example@myemail.com

(098) 765-4321

456 My Street, San  
Diego, CA 76543.

Mr. Matthew Johnson  
GDZ News Media  
123 Your Street,  
Houston, TX 12345  
(123) 456-7890  
example@youremail.com

[month, day, year]

Dear Mr. Johnson:

For the past seven years, I've expertly tracked the development and production of pre-recorded segments on MSNBC's "The Rachel Maddow Show." I'm thrilled by the prospect of applying my skills in your new Production Assistant opening.

Through my tenure at two of the nation's top cable news shows ("Rachel Maddow" and CNN's "Erin Burnett OutFront"), I've built a reputation as a highly reliable and effective lead production assistant. I draw on broad, deep expertise in production planning, live filming, and speedy post-production. Below are three highlights from my career to date:

- Successfully pitched, researched, and obtained legal clearances for guest segments
- Trained and delegated work to five junior production assistants
- Served in place of assistant producers for as long as one week at a time

This is just a sample of the contributions I've made. The enclosed resume contains a complete overview of my recent work experience. I look forward to hearing from you and possibly learning more about this job opportunity soon. Thank you for your time and consideration.

Sincerely,

Vanessa Suarez