

# Assistant Producer Cover Letter

Dear -----,

After reviewing the skills and qualifications for an Assistant producer with your company, I believe, I meet the requirements described in your posting. I am interested in working with you on your latest project.

I have a Bachelor's degree in -----, and I am the producer of ----- . I've been in the business for ----- years, most recently working as a ----- . I have worked as an assistant producer on ----- projects, so I am well aware of everything that the position entails. Because of my broad range of experience in the industry, you can rest assured that I will be able to handle any responsibilities you can throw at me.

Other skills I have to include:

- Ability to work well with others even in high-stress situations
- Excellent communication skills and Aptitude for problem-solving creatively minded.

I am up to date in the required health and safety courses, and I know how to effectively conduct a threat assessment on set when necessary. I then follow through to make sure any dangers are addressed. I invest myself in every project; your success is my success! It is an important part to me to be a part of a great team, and I know we can work well together.

I am confident that I can offer you everything you are looking for in an assistant producer. Please contact me at your convenience, or I will follow up in a week to further discuss this opportunity.

Sincerely,

Your signature

Enclosure: Resume