

# FLASHPOINT CHICAGO

A CAMPUS OF COLUMBIA COLLEGE HOLLYWOOD

## SAMPLE COVER LETTER TO EMPLOYERS

April 20, 2018

Ms. Jane Doe  
Creative Filmworks Co.  
123 S. Main Street, Suite 547  
Anycity, State 10002

**RE: Final Cut Pro Editor position**

Dear Ms. Jane Doe:

I am writing in response to the recent job posting for a Final Cut Pro Editor at Creative Filmworks Co. I am currently a film student at Flashpoint Chicago. My strength and passion is in editing and I am very proficient in Final Cut Pro.

I have carefully researched your organization and feel I am a strong match for this position. My recent editing projects include, "The Autumn Railway" (7 minute short film) and "Texas Snow" (music video) which were student projects at Tribeca Flashpoint. In addition, I have edited various wedding videos and promotional pieces for a local video production company called Redlight Video Productions in Schaumburg, IL.

I am very interested in scheduling an interview to meet you in person, to learn more about your employment needs, and to share more about my experience as well as background with you.

You may view samples of my work by visiting: [www.jdoeproductions.com](http://www.jdoeproductions.com)

Sincerely,

John C. Doe  
(312) 000-9876  
jdoe@gmail.com