



## COVER LETTER TEMPLATE

### INTRODUCTION

Introduce yourself with a simple Hi or Hello - you don't need to be super formal. Use the first name of the person you are emailing. In the first sentence give a short introduction and let the reader know what job you are applying for.

### MIDDLE SECTION

Your goal is to let the reader know that you are a great candidate that meets the job requirements. To do this, mention some more details about yourself, such as your location, education, work experience and skills. The job ad might have listed some requirements if so make sure to touch upon these in the cover letter.

### CONCLUSION

Try to keep your cover letter short, no more than three short paragraphs. End the email with a call to action and attach your resume and links. A call to action lets your reader know what their next step should be. For example, find my resume attached, check out my showreel link, lets set up a zoom chat this week to discuss the project.

Hello [Client Name],

My name is [Your Name], and I am applying for [Job Role] on your upcoming production. I found this job advertisement [If applicable mention the job site, job notice, or the name of the person who recommended you the job].

I am based in [Your working location, if it is different than the job location, let them know that you are willing to travel for work]. My previous work experience includes [a breakdown of your last job, film work credits and responsibilities].

Also, I can bring to the project [go through any requirements listed in the job ad. They might ask what equipment you own if you can use specific software, or simply have a positive attitude keep the cover letter in first person and friendly].

Thank you for your time. I have attached my [resume, portfolio, showreel link] to this email. I hope to hear from you soon,

[Your Name]

[Don't forget to attach your resume in PDF format]