

Make the format of this heading match your resume

Your Name

2003 South Avenue
Chicago, Illinois 60605
312-555-1992
aemmstudent@gmail.com

June 2, 2012

Name and Title of Recruiter
Company Name
Address
City, State Zip

Dear _____, (do not say "To Whom it May Concern"!)

Paragraph one: Your first paragraph relays important logistic information and sets the tone for your cover letter. Start by indicating what you are applying for and how you heard about it. If you were referred by someone connected to the company, mention their name here. End the first paragraph with an overview of your interest and qualifications- consider it your thesis statement or message.

Paragraph two: Use this paragraph to elaborate on your background. Don't simply regurgitate what is in your resume. Start by referring back to your resume and giving a brief, one sentence overview of your background. Now choose one or two experiences- academic, work, internship, or extracurricular- to elaborate on and tie into the position.

Paragraph three: Tie your experiences in with the position and company. Research the company and the position so you know what they are looking for. Prove that you are a fit.

Final paragraph: End the letter by thanking the company for their time and reiterating your interest in an interview.

Sincerely,

(signature if mailed)
Your Name

The whole cover letter should be less than a page

If you are emailing your resume, consider pasting your cover letter in the body of the email

Arts Student

555 West Street Tree, Chicago IL, 60657 • 555-555-5555
artstudent@yahoo.com • www.artststudentwebsite.com

Date

Actors' Equity Association
Address of AEA

Dear Hiring Manager:

I am writing to express my interest in the position of *position* with the *Arts Organization*, as listed on the League of Chicago Theaters website. I hold a Bachelor of Fine Arts in Studio Art from the *University*, and this May I will be receiving my Master of Fine Arts in Interdisciplinary Arts and Media from Columbia College Chicago. The variety of experiences I have gained while earning these degrees have helped me develop a lifelong passion for all forms of the arts, as well as the ability to work independently and in a collaborative setting. These qualities, as well as my desire to work in support of live theater, make me a strong candidate for this position.

As a Graduate Supervisor for the Television Department at Columbia College Chicago, I have had the opportunity to build relationships with a team of peers in an office environment. As part of a team, I work as the point of communication for professors and staff, and have developed my skills in organizing paperwork in support of staff, faculty, students, and co-workers. Working as a Graduate Assistant and Props Designer, while simultaneously pursuing my educational goals, has helped me to master the ability to handle many tasks at one time without sacrificing the quality of my work. I have dealt extensively with budgets, the Microsoft Suite, and I am one who is always ready to assist co-workers in order to keep an office, or production, running smoothly.

I have been fortunate enough to work as a Props Designer for several theatrical productions here in Chicago, photos of which can be found on my personal website (www.personalnameart.com). Using the creativity that I have nurtured in school in support of live theater has helped me to understand and recognize its importance. I would cherish the opportunity to work for an organization such as *Arts Organization*, which fosters and promotes a form of art that is essential to society and culture. *Arts Organization* has done so much to maintain the wellbeing of countless stage actors by advocating for proper working conditions and fair pay. Though I am not an actor myself I know that all artists strive for such treatment and, if hired, *AO* is an organization that I would be proud to be a part of.

I welcome the opportunity to meet with you in person to discuss my qualifications in greater detail. Should you have any questions or require additional information, please contact me at 555-555-5555. Thank you for your time and consideration.

Sincerely,
Arts Student

name
address
phone
email

Date

Dear (_____),

I am incredibly eager to provide my application for the Production Internship with (_____) this summer. I am currently an Arts, Entertainment & Media Management student at Columbia College Chicago with extensive experience in events management, production, sponsorships, talent booking, and marketing.

As a Production Assistant at Columbia College Chicago I am directly responsible for dealing with talent buying, programming, financials, and day-of event production. Additionally, I have some television experience as a Production Assistant for NBC's Chicago Fire. Outside of these production related roles, I have also worked with Columbia College's Student Programming Board providing assistance in securing sponsorship and strategizing marketing and promotional opportunities.

I take my work seriously and I am always looking to improve my skills. I look forward to the opportunity of possibly discussing this internship in greater detail. Please feel free to contact me if you have any questions throughout your selection for the Production Internship and thank you!

Sincerely,

(_____)



John Christopher Padua Joson

Phone // Email // URL // Address

Revolution Brewing - Sales & Events Team

Revolution Brewing Address

Date

Dear Revolution Brewing Team,

I am incredibly eager and enthused to provide my application for the Summer Internship with

Revolution Brewing's Sales & Events Team. I am currently a Business & Entrepreneurship student at Columbia College Chicago, concentrating in Arts, Entertainment & Media Management, as well as having an extensive experience in events management, production, sponsorships, talent booking, and marketing. I feel that with my skills working at Revolution Brewing as a committed, detail-oriented, self-starter, this opportunity would build upon the events experience I currently possess.

As a Production Assistant at Columbia College Chicago I am directly responsible for event planning, talent buying, programming stages, financials, hiring staff and volunteers, and day-of event productions. Outside of this event planning-related role, I have also worked with AEMMP Records and the Student Programming Board at Columbia College Chicago providing assistance in securing sponsorship and strategizing marketing and promotional opportunities. The craft brewery industry is a new interest for myself, but I have a track record of success with many new things I've explored. From events management to sponsorships, these are new skills that I have gained within just a year, and my experiences exhibit my consistency to willingly improve and explore all the opportunities in many fields.

I know that any opportunity is a privilege, and it will definitely be a privilege to work closely with the team at Revolution Brewing. I am a passionate individual and I take my work seriously to continuously improve my skills. I look forward to the opportunity of discussing this internship in greater detail. Please feel free to contact me if you have any questions throughout your selection and thank you!

Sincerely,

JC Joson

