

COVER LETTERS

MEDIA STUDIES

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Taylor Tape
922-930 Anywhere Dr.
Toronto, ON A1B 2C3
Tel: (416) 555-555
Email: taylortape@rogers.com
[Linkedin.com/in/taylortape](https://www.linkedin.com/in/taylortape)

May 17, 2016

Joe Jackson
Bluebird Presentation Group
45 Someplace Lane
Toronto, ON B1C 2A1

RE: Tape Operator

Dear Mr. Jackson:

I am writing in response to your advertisement for a **Tape Operator** position in the Toronto Star of Monday May 16, 2015.

I am a recent graduate from the Film and Television Program at Humber. Attached is my resume, which will detail my qualifications for this position. I would, however, like to highlight the following skills:

- Familiar with Digital Betacam, Betacam SP, ¾ inch, SVHS, DA88 and DAT cassette and machine formats
- Practical use of LTC, VITC, Ubit and keycode
- Internship experience setting-up machines for colorists and editors
- Knowledgeable in Microsoft Word, Adobe Premiere, Adobe After Effects, Final Cut Pro and Avid

My studies at Humber and subsequent internship have provided me with the skills necessary to be an asset to your company. Working for Bluebird would provide me with the opportunity to expand my employment experience, as well as channel my expanding capabilities as a successful member of your distinguished team.

I am available for work immediately and would be happy to meet with you at your earliest convenience to discuss my qualifications in greater depth.

Sincerely,

Taylor Tape
Encl. Resume

MEDIA MAN
119 Gratin Ave.
Toronto, ON L7H 9N8
(416) 555-5555
mediaman@email.com
Linkedin.com/in/mediaman

April 10, 2016

Emelissa Bonnyville
Human Resources Manager
Y & R Agency
1920 Bloor Street West
Toronto, ON
Fax: (416) 987-9999

RE: Media Copywriter

Dear Ms. Bonnyville:

Advertising Executive, Nadine Foster, recently told me about an opening for a **Media Copywriter** position at Y&R Agency. I have enclosed my resume for your review.

I have recently graduated from the *Media Copywriting Program* at Humber College, where I also completed a primary diploma in *Advertising*. I am a dedicated professional who has gained experience in this field through volunteer and internship placements with Cossette Communication Group. I have excellent communication and interpersonal skills and am committed to excellence in every campaign I undertake. Most importantly, I possess strong writing skills and have a flair for creativity.

I am certain that I would be an asset to your company. The opportunity to meet with you personally, and to further discuss my qualifications for this position, would be welcome.

Please feel free to contact me at the above telephone number or email address if you have any questions regarding the information on my resume, or to set up an interview.

Sincerely,

Media Man
Encl. Resume

Journal Jenkins

345 St. Stevens Road

Toronto, ON M9Z 1Z7

(416) 555-5555

journalj@rogers.com

[Linkedin.com/in/journal](https://www.linkedin.com/in/journal)

March 15, 2016

Ms. Marcy Darcy
Cosmo Canada
134535 Mildew Hill
Toronto, ON Y7N 8J9

Dear Ms. Darcy:

In the interest of exploring employment opportunities in the field of Journalism, I have enclosed my resume for your review.

I am searching the job market to obtain a position with a newspaper or magazine that will utilize my skills and fulfill my desire to learn from the best in the industry. After extensive research, Cosmo Canada has emerged as my top choice; the diverse demographic of your audience is very appealing to me. With my considerable energy, drive and ability to work under pressure to meet deadlines, I believe I could make a positive contribution to your publication.

The opportunity to meet with you to discuss my qualifications at your earliest convenience would be appreciated. Should any questions regarding the information in my resume, please do not hesitate to contact me at telephone number (416) 555-5555 after 3:00 p.m.

Sincerely,

Journal Jenkins
Encl. Resume

Journal Ism

100 Central Park Drive
Mississauga, ON L8Z 1R1
(905) 555-5555
beat-report@humbermail.ca
[Linkedin.com/in/journalism](https://www.linkedin.com/in/journalism)

Jan. 17, 2016

Jonathan Drakes
Editor
Globe and Mail
100 Queen Street East
Toronto, ON M1R 2X5

Dear Mr. Drakes:

I am writing in response to your advertising for a beat reporter, which was posted at the Career Centre office at Humber Institute of Technology and Advanced Learning. I have enclosed my resume for your review.

Besides the Diploma I received in Journalism at Humber, I have gained experience over the last three summers in a variety of workplaces. Most recently, I have completed an internship at the Global News Television Station where I had the opportunity to interview high profile people and utilize various interviewing techniques. The experience gained from this internship, along with my education, has a good foundation to begin my career in journalism.

My writing and reporting experience includes a stint as Editor of the campus newspaper, The Humber Etcetera and editing a literary magazine. Also, I contributed to the Convergence and Arts on the Edge magazines by using MACs and PCs to produce creative covers and page designs.

I would appreciate the opportunity to meet with you at your convenience to further discuss how I can contribute to the continued success of your organization. I can be contacted at the above telephone number or email address.

Sincerely,

Journal Ism
Encl. Resume

Graph Design
999 Collingwood Drive
Etobicoke, ON M6S 1Z4
416-555-5555
grap_design@humbermail.ca
Linkedin.com/in/graphdesign

February 19, 2016

Gilbert Secor
Human Resources Department
Unicorn Design
1003 University Ave
Toronto, ON M6S 1S1

RE: Graphic Designer

Dear Mr. Secor:

Your art director, Robin White, recently informed me that Unicorn Design is interested in hiring additional designers. I am writing to introduce myself and to let you know of my interest in working for your firm as a *graphic designer*.

As my enclosed resume indicates, I am a recent graduate of Humber College where I received a Diploma in Advertising and Graphic Design. My areas of concentration included photography, typography, entrepreneurship, advertising and package design. My design experience includes the designing of corporate ads, brochures, posters and coordinating fashion shows. I also gained valuable internship experience as a graphic design assistant with Holloway Studios.

Now that I have gained the needed practical experience in the graphic design field, I am ready for the challenges of a position at a leading firm like Unicorn Design. If you feel that my qualifications meet your needs, please contact me at the above telephone number or email address to schedule an interview. I look forward to hearing from you.

Thank you for your time and consideration.

Sincerely,

Grap Design
Encl. Resume

Pub Relations
888 Canada Goose Way
Brampton, ON L6R 2G4
(905) 999-9999
pub_relations@live.ca
[Linkedin.com/in/pubrelations](https://www.linkedin.com/in/pubrelations)

Feb 1, 2016

Dean Taylor
Manager, Human Resources
City TV
200 Queen Street West
Toronto, ON M9Y 1Z4

Dear Mr. Taylor:

This letter is in response to your advertisement in the Globe and Mail on January 30, 2015, for a **Public Relations Assistant**. Enclosed is my resume for your review.

I am a recent graduate of the Public Relations Post Graduate program at Humber College and have a Bachelors Degree in Communication from the University of Guelph. My previous work experiences included a four-month internship at Hill and Knowlton Public Relations Agency. As well, I have related experience as an assistant publicist at *Open Mike with Mike Bullard* and *Canadian Idol*. These positions allowed me to expand my writing skills, liaise with media representatives and plan exciting events.

I am interested in working in the entertainment industry and would relish the opportunity to be a part of the City TV team. I possess strong written and verbal communication skills, and feel confident that I would do an excellent job in meeting the demands of this position.

I am anxious to learn more about this opportunity and I look forward to hearing from you soon. Please feel free to contact me at the above telephone number or email address for an interview at your earliest convenience.

Thank you for your time and consideration.

Sincerely,

Pub Relations
Encl. Resume