John Doe

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April 25, 2017

CNN Headquarters

190 Marietta St NW

Atlanta, GA 30303

***RE: Technical Operations Assistant, Atlanta Technical Operations [Job ID: 157890BR]***

To whom it may concern,

I was delighted to be in contact with CNN employee, Keith Piasecki, a fellow Bethany College Alumni, who sent me a link to apply for this position. As an accomplished senior at Bethany College majoring in Communications & Media Arts, I will graduate in May of 2017 with a Bachelor of Arts Degree. I am very interested in the entry-level position as a technical operations assistant in Atlanta, Georgia.

I would value the opportunity of working within my field of Communications because this is my passion. I would especially thrive in the area of training and career development because I'm a committed life-long learner. I clearly meet your minimum experience requirements as detailed within my resume, and have also worked on and off campus for the past two years gaining basic TV studio production experience which should meet your desired experience requirement.

My strong work ethic is evident from the fact that I have had six career or internships within the past two years, concurrent with my academic studies. These communication experiences varied from social media to television broadcasting and have included:

* Production internship at WTRF Channel 7 news
* Multi-media and marketing internship at a career services office
* Camera Operator and Technical Director paid position for a network
* Program Administration internship
* Multi-media internship for a radio station
* Communications internship for a non-profit

I would truly appreciate a chance to be considered for this position and am certain that my resume will give you a greater understanding of my qualifications and my website will illustrate my work. An expanded version of my resume is located on my website at <https://yourname.wixsite.com/portfolio>. Thank you for taking the time to consider my request.

Sincerely,

John Doe