Cover Letter Template - [TheInterviewGuys.com](http://theinterviewguys.com)

Dear Mr. Sorensen:

When I saw the job posting looking for a Production Office Coordinator for the educational television series, “Wonder Kids,” I knew I had to submit my resume. I am a hard-working and enthusiastic Production Office Coordinator with over eight years of practical hands on experience and am ready for my next adventure! I am currently looking for an opportunity to continue working within the industry and know my skills and experiences would be a good fit for the position and the “Wonder Kids” team overall.

As a Production Office Coordinator, my skills include scheduling, contracts, paperwork distribution, and budgeting.  I’m also comfortable dealing with vendors, hiring and managing staff, and ensuring the smooth day to day operations of a busy office.  My experience has included both small and large budget companies, and as a result, I am familiar with the need to be adaptable and find myself excited by the prospect of a challenge.

I am proud of my attention to detail and as a result of my experiences with companies of different sizes and budgets, have been able to develop skills not normally associated with the more traditional Production Office Coordinator role, including graphic design, managing social media and web development.   I enjoy working with a wide variety of people and am a multitasker, diligent self-starter and eager team player.

I also wanted to take this opportunity to let you know that my interest in working for you extends beyond my desire to simply be a Production Office Coordinator.  I grew up on the show “Wonder Kids” and consider them to be a huge part of my early education.  I am a strong believer in quality children’s programming and have always felt that “Wonder Kids” provided not only entertainment, but educational value as well.  If hired, I would be proud to be a part of the “Wonder Kid” family and help continue that legacy for future generations.

Thank you for taking the time to review my resume and consider me for this position.  You can contact me with any questions by emailing me at [email@address.com](mailto:email@address.com) or by calling me at 555-555-5555.   I would also love if you could take a look at my website, blancheoatmeal.com.

I look forward to the possibility of discussing this exciting opportunity with you.

Warmest regards,

Blanche D. Oatmeal