Dear Mr. Green,

I have been informed by the University of Arkansas at Little Rock that you are recruiting a broadcast video editing intern. I am interested in this position because I have a passion for editing and wish to further polish my skills in a professional environment.

I started learning editing when I was in highschool. I was actively involved in our highschool broadcast production team. During this time, I became proficient in Final Cut Pro. Since then I have also worked and gained experience with Adobe Premiere and Prelude through my coursework and in my spare time.

I have held 3 leadership positions at my university. These positions allowed me to develop my communication and time management skills. For example, as VP of Member Development for IFC, I organized and coordinated events for new members. I also worked with other fraternities scholarships chairs to establish a scholarship plan for freshman members.

Enclosed you will find documents that help demonstrate my communication skills. I have included copies of assignments completed for my technical writing course.

I believe my passion for editing and my desire to gain more experience will be valuable assets for your company.

I look forward to an interview with you at your convenience. Thank you for your consideration.

Sincerely,

Nicholas Miller