

Trevor Whiteman
555 Faketown Rd.
Faketown, TX 55555

December 17, 2014

Derek Broadchurch
Human Resources
Animagic Inc.
556 Faketown Rd.
Faketown, TX 55555

Mr. Broadchurch:

Please accept my application for the position as a Multimedia Developer (Requisition ID: 1410126). As my application materials show, I am a well qualified candidate because of my experience in creating interactive and instructional content as well as my extensive understanding of 3D animation, its various production pipelines, and the need for strong teamwork throughout the process.

Animation and Instructional Design

I have a BFA in animation and considerable experience producing professional-level content, especially of an instructional nature. I worked for the Independent Study department at Brigham Young University, where I helped create instructional videos and other components of online college courses. More than that, I expanded my original job description and mandate by learning new skills and computer programs and using them in innovative ways; for example, I created interactive modules such as a Flash program that taught the basics of artistic lighting by letting the user actively draw shadows and light on geometric objects. Then the user could check their accuracy against a pre-rendered version of the objects that included the appropriate lighting and shadows for the give light source. Work such as this required me to be a self-motivated problem solver and showed that I can both learn new programs efficiently and combine work from a variety of sources. I also learned to consider the end-users' needs rather than just my own, which is a rare skill among programmers and one which will allow me to be of maximum benefit to your training team.

Teamwork

My experience as an instructional designer and as a repeat member of the BYU Center for Animation senior film project—both our films won major national awards—taught me how to work as a member of a production team. I am very aware of the importance of communication and keeping to a specific timetable to keep the production process on track, and I'm also cognizant of the fact that the production process is not set in stone but requires flexibility. Some of my teams' biggest breakthroughs came unexpectedly, mid-production cycle, and I had to adapt to both take advantage of the breakthrough but also keep on schedule. For example, after developing a faster lighting rig for one of our films, we as a team had to go back and relight many shots to keep consistency. Though this necessitated a number of late-night lighting sessions to keep our schedule, producing a consistent, quality product and keeping our commitments to the other production teams made the sacrifice worth it. As a member of your training team, I would bring that experience and flexibility; I would be an asset to producing high-quality materials on time.

Thank you for considering my application. Please feel free to contact me with any questions or requests for additional materials. I look forward to an interview where I can further elaborate on how I might be of value to your team.

Sincerely,

Trevor Whiteman
555-555-5555
tswhiteman@email.com

Mary A. Ford
555 Faketown Rd.
Faketown, TX 55555

August 22, 2013

Dorothy Rogers
Faketown Insurance
556 Faketown Rd.
Faketown, TX 55555

Dear Ms. Rogers,

I'm writing to apply for the Office Assistant/Receptionist position (Job ID 12650264) that was posted on faketownjobs.com. As my attached resume shows, I am well qualified for this position due to my extended experience with serving customers, completing office duties, and performing historical research.

I funded my way through college by working in several different positions, each one requiring me to interact regularly with customers. Most recently, as a member of the Faketown Public Library staff, I was specifically asked to work at the information kiosk due to my personable nature and ability to help patrons find the books and information they were looking for.

In each of my jobs I've dealt with cash registers, monetary transactions, and computer software. Particularly, as a bank teller, I was entrusted with the deposit, withdrawal, and transfer of thousands of dollars daily, and I always performed my job to the satisfaction of my employers. Other jobs had me handle inventory, set up displays, and master specialized software, experiences I'd be happy to discuss in an interview.

Perhaps the thing that most qualifies me for this job is my love of and experience with history and historical research. As a recent college graduate, I've spent the past few years becoming intimate with internet research techniques and am now comfortable finding and integrating source material into my own writing. I'm especially interested in Texas history; I wrote a paper last year in which I used primary documents—the letters of Sam Houston—to make my argument. Working in a museum setting would allow me to indulge my love of Texas history while continuing to develop my academic skills.

Thank you for taking the time to review my resume. I look forward to hearing from you soon, and would be gratified if you would grant me an interview for this position. I can provide any additional materials you need and can provide references upon request. Please don't hesitate to contact me by phone at 555-555-5555 or by email at m.a.forrd@email.com

Thank you,
Mary A. Ford

Jonathan Hippos
555 Faketown Rd.
Faketown, TX 55555

February 29, 2014

Ellen Higganbotham
Admissions Manager
Blue Ribbon Culinary Institute
556 Faketown Rd.
Faketown, TX 5555

Dear Ms. Higganbotham,

Please accept this email and the attached resume as my application for the high school recruiter/inside admissions representative position. I heard about the job through an LaNotre alumni email. As my resume shows, I have a strong history of superior customer relations, working well with peers and teenagers, and using computer software.

All of my work experience involves working closely with colleagues and customers to ensure satisfaction. At my current job, I serve expectant mothers and their families in a hospital setting, so I understand the value of tactful and timely service, not only from me but from my teammates, and I work hard so that we present our company's brand flawlessly. I've several times been invited by my regional corporate executive chef to participate in sales presentations for potential new clients due to my sales and instruction experience, my professional demeanor, and my comfort level in front of crowds.

Additionally, I have extensive experience working closely with children and teenagers. I've volunteered for many years as an assistant scout master, working with teenagers to develop their skills and explore their interests and potential. Also I ran cooking classes and kid's cooking camps for Sur La Table, where I further developed my skills as an instructor, especially for a young audience. As a recruiter for CIL, I'd bring my valuable experience to the job.

Lastly, I am well versed in Microsoft Office and other key business software, and I pick up new programs easily. Before pursuing a career in the culinary arts I worked a tech job for the oil industry.

I'd appreciate an interview to discuss further how my qualifications meet the needs of this position. Thank you for your consideration, and please feel free to contact me with any questions or to request references or additional information if necessary.

Sincerely,

Jonathan Hippos
j.hippos@email.com
555.555.5555

Mary A. Ford
555 Faketown Rd.
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Thank you for taking the time to review my resume. I look forward to hearing from you soon, and would be gratified if you would grant me an interview for this position. I can provide any additional materials you need and can provide references upon request. Please don't hesitate to contact me by phone at 555-555-5555 or by email at m.a.ford@email.com

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