

[Today’s Date]

[341 Company Address]  
[Company City, State xxxxx]  
[(xxx) xxx-xxxx]  
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager’s Name],

In response to your job listing advertised in the \*\*\* for the post of a new Film Production Assistant, I am writing this letter. As a person with passion, keen interest, and experience in the film industry, I have been following your company's contribution to the industry as well as have been in constant awe of your growth and the number of fine projects \*\*\* works with. As someone with good organization and communication abilities, and experience in dealing with budgets, finance, and accounting, I have the knowledge and expertise to be a positive addition to your organization as a Film Production Assistant.

Highlights of my accomplishments as a Film Production Assistant include:

* Constantly been the first line of all communications between the set and vanities for all the actors I have worked with.
* Having good negotiation skills has helped in contributing to a significant reduction in the production budget.
* Fluency in English and \*\*\*\*\*\*. Additionally, I also speak conversational \*\*\*\*\*.
* Ability to work as a team with other production assistants and also delegate tasks when and where needed.
* Coordinating with actors, directors, assistant directors, and vanities to ensure that costumes and properties for the shoot are in place well before every scene.
* Attended \*\*\*\* Film Festival in the year \*\*\*\* for the film/short film \*\*\*\* produced by \*\*\*\*
* Working extensively in the copyright and permission aspects of the films this gaining knowledge about royalties and copyrights of images, videos, and music.

As a Film Production Assistant at \*\*\*, I had a great time working with various actors and directors and I have collaborated with a wide variety of projects and movies in various genres. Additionally, I also believe that as a Film production assistant, one has to gain knowledge regarding all facets of film production and that's what I have been looking for and learning every day. I am confident that my passion, experience, and my skills will enable me to become an ideal candidate for this role. If my skills match your requirements, please contact me at ( ) or mail me at ( ) to schedule a meeting. I look forward to learning more about the Film Production Assistant post.

Thank you for your consideration.

Sincerely,

[Your Name]

**Robert Smith**

**Film Production Assistant**