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| **robert smith**  **Photography Assistant** | Phone: (123) 456 78 99  Email: info@qwikresume.com  Website: [www.qwikresume.com](http://www.qwikresume.com)  LinkedIn: linkedin.com/qwikresume  Address: 1737 Marshville Road, Alabama |

[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],

I want to express my interest in the open position of Photography Assistant with your studio; therefore, I am writing this application to apply for the same. I have been working in a similar domain for 1+ years. I have excellent knowledge of photography equipment, scheduling meetings, assisting the photographer, etc., which makes me a suitable candidate for the job role.

Hereunder is an overview of current job duties for your review:

* Schedule the meetings and manage the calendar.
* Search for the appropriate shoot location as per the clients’ requirements.
* Book the location and procure the required permits.
* Arrange the backdrop as per the photographer’s instructions.
* Set up photography equipment such as lighting tools, camera stands, etc.
* Help the participants to pose.
* Follow the directions of the photographer.
* Collect the client feedback and payments.
* Carry out other related duties.

I am sure that with my exceptional customer interaction skills, interpersonal approach, and remarkable organizational ability, I would be able to exceed your expectations from your next Photography Assistant.

Thank you for looking through my job application. I request you to review my resume in order to gauge my prior experience and qualification. I look forward to having further rounds of discussion with you.

Best Regards,

[Your Name]