

[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],

Upon reading the job announcement for the role of Production Assistant in your renowned production house, I felt compelled to recommend my candidacy for the same. I have more than three years of experience in performing administrative and clerical duties in the film industry.

Presenting some of my current job responsibilities for your review:

* Provide assistance to the designers, crew members.
* Adjust and set the props and equipment.
* Organize the script and other paperwork.
* Offer assistance to the cast.
* Answer the phone calls and emails.
* Handle the crowd and direct them away from the film set.
* Carry out other instructed responsibilities.

I am skilled in coordinating with colleagues and senior professionals, managing the paperwork, and addressing inquiries. When coupled with my field knowledge, the skills mentioned earlier make me an ideal fit for the vacant role.

Thank you for considering me as a potential candidate for the role. My accompanying resume will share my qualifications and prior work experiences. I hope to discuss the opportunity in further detail.

Best Regards

[Your Name]

**Robert Smith**

**Production Assistant**