

COVER LETTER

4 My Road
Valencia
46000

27 April 2012

Romeo TV
HEMR House
Taipei
12000

Dear Mr. Muñoz,

I am writing in reply to your advertisement in the Daily Herald for the post of Assistant Researcher. I will graduate in Digital Media this month from Manchester University. I have experience in film production and post-production as I have worked part-time in my university television station for the last year.

I consider myself to be hardworking and organised in my work. As part of my job with the university television station, I was responsible for planning schedules and programme archiving.

I am available for an interview at any time and available to start work after July. I am willing to relocate if necessary.

I enclose (attach) my CV which gives full details of my qualifications, work experience and skills as well as my contact details.

I look forward to hearing from you.

Yours sincerely,

LaraSays

Enclose: letter Attach: email