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January 26, 2011

Ms. Kristina Cummins, Theater Director  
Capital High School  
2707 Conger Ave NW  
Olympia, WA 98501

Dear Ms. Cummins,

The most recent play you produced in the theatre was very impressive. I was informed by Ashley Wagaman, one of the cast members, that you were seeking a technical director for your next play, Once on this Island.

My experience as a technical director includes extensive volunteer hours at Washington Center for the Performing Arts as an intern. My mentor is the lead technical director at the theatre, Ken Glidden, and the training I have received is exceptional. As you can see on my resume I have a great deal of experience with technical direction using programming shaders, developing character rigs and animation setups.

My references will attest for my experience in performing complex simulation tasks, my leadership and organization skills. I can provide you these letters of reference to you during my interview. I am also active in my local honor society, participating in many leadership and community service events. I have also just started working with Olympia Film Society at the Capital Theatre, which provides me the opportunity to work with film as well.

I feel I would be an asset to your organization and you would be impressed with the quality of work I can provide your upcoming production. I will contact you by phone this week to schedule the opportunity to discuss my qualifications. I look forward to speaking with you soon. Thank you for your consideration.

Sincerely,

*(your handwritten signature)*

Greta Worker

Enclosure *(this is your resume)*