

Example covering letter for a media job

Dear Sarah,

I am writing in response to your advert in requesting applicants for a

As a recent 2:1 Comparative Literary Studies and Film graduate with a strong desire to work in television production, and a good knowledge of sport and its media representation, I believe I am a good candidate for the position. You will see from my enclosed CV that I have gained a wide variety of both transferable and specific skills, which relate to working in media:

Television experience: my work experience placement as a Runner on gave me invaluable insight into the television process; with hands on experience of location shooting, studio filming, office work and general Runner duties. My time at required me to work with policemen, film crews, actors and victims of severe crimes. Clear, concise and often very sensitive communicational skills were required.

Interest in the Media: my enjoyment and critical interest in the media (television, film, journalism, music, radio and new media) increased markedly throughout my degree, and has continued to grow since then.

Computer skills: during University, I expanded my knowledge and confidence of Microsoft programs such as Internet Explorer, Word, Access, PowerPoint and Outlook Express. I actively enjoy researching on the Internet, and have a basic understanding of HTML and Visual Basic. My keyboard speed and accuracy has been increased by my recent database and in-house systems work at

Writing/research skills: my degree has proven my ability to express critical opinions within a sustained argument. A high level of research and analytical reading was essential to reach this standard. The experiences of writing articles/reviews, short film scripts and adapting a play have increased my confidence in these skills.

I am available to start work immediately and I very much look forward to hearing from you in the near future.

Yours sincerely,

Hilary Potter