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# Example of Audio Visual Tech Cover Letter

3884 Rick Club  
Rileyshire, HI 77099-2672

**Dear Greer Spinka,**

I would like to submit my application for the audio visual tech opening. Please accept this letter and the attached resume.

In the previous role, I was responsible for assistance to faculty and staff with AV systems, Creston operation audio mixer, lighting, cameras, and video production/conference systems.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

* Superior time management – able to work quickly and efficiently
* Exhibit and practice the highest level of Guest Service skills while maintaining professional relationships with clients and interfacing with high level executives
* Maintain a professional work ethic
* Problem-solve issues quickly and efficiently as they arise
* React quickly and professionally to requests and demands
* Experience with audiovisual equipment such as analog and digital audio mixers, wired and wireless microphones, DMX 512 lighting control systems, theatrical lighting fixtures, video projectors, and Windows and Apple computers
* Experience in technical production of sound and lighting for live events and performances
* Experience troubleshooting computer software and internet connectivity

**I really appreciate you taking the time to review my application for the position of audio visual tech.**

Sincerely,

Spencer Schroeder