

Casting Assistant Cover Letter

2580 Robby Turnpike Muellerstad, NH 04457-9148

Dear Reese Kilback,

I submit this application to express my sincere interest in the casting assistant position.

In my previous role, I was responsible for advice in person, on the telephone and in writing to all clients and other users of the service including applicants, agents, members and the general public.

Please consider my experience and qualifications for this position:

- Proficiency with Gmail, Google Docs, Google Drive, MS Suite, and FileMaker Pro
- Motivated to work independently while also comfortable collaborating
- Strong oral and written communication and interpersonal skills for both outward and upward correspondence
- Well organized, detail-oriented team player capable of working in fast paced, deadline driven environment
- Provide daily administrative support for SVP and VP of Casting
- Manage calendar, handle phones, and prepare meeting materials
- Perform general office duties such as faxing, filing, and copying
- Complete expense reports and keep detailed records

Thank you for considering me to become a member of your team.

Sincerely,

Tatum Runte