

# Casting Assistant Cover Letter

7629 Bergstrom ParkwaysClementeberg, NM 10010

**Dear Jordan Nicolas,**

In response to your job posting for casting assistant, I am including this letter and my resume for your review.

In my previous role, I was responsible for daily feedback and weekly reports to the Casting Specialist and Casting Manager regarding the work performance of Talent and confirms their attendance to all pre-established call times.

Please consider my experience and qualifications for this position:

- Experience working between multiple time zones
- Experience working in a multi-national global company
- Interest in interactive entertainment
- Experienced with Outlook, SharePoint, Microsoft Word and Excel
- Experience with Cast-it
- Talent Agency, Casting, or Production experience
- Excellent organization, multi-tasking and communications skills
- Knowledge of Mac programs such as iMovie, iDVD, GarageBand and Audacity

**I really appreciate you taking the time to review my application for the position of casting assistant.**

Sincerely,

Onyx Parisian