

Casting Assistant Cover Letter

888 O'Reilly PortKonopelskiland, WA 84810-1149

Dear Tyler Hayes,

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

In the previous role, I was responsible for support on the underlying premise of a production - create treatments and pitches tailored to a wide range of audiences including talent, agents and creatives.

My experience is an excellent fit for the list of requirements in this job:

- Coordinate all internal meetings
- Edit audio and video materials
- Track talent and materials from submissions and general meetings
- Check actor availabilities by corresponding with talent representatives
- Assist with creating Master Lists and Project Lists
- Continuously update casting database and troubleshoot any technological issues
- Work with Casting Administration to generate deal memos for casting teams
- Communicate with Finance and Accounting to help facilitate the processing of payments (including submitting timecards and invoices)

Thank you in advance for reviewing my candidacy for this position.

Sincerely,

Drew Klein