

# Intern Production Cover Letter

278 Halvorson Rapids New Kittyfurt, MA 09915

**Dear Quinn Frami,**

I am excited to be applying for the position of intern production. Please accept this letter and the attached resume as my interest in this position.

In my previous role, I was responsible for assistance in data validation and basic analysis for job analysis, merit budgets, bonus plans, or other compensation-related programs.

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:

- Respond to user requests for service, troubleshoot problems and help develop solutions
- Knowledge of basic programming languages (UNIX, Oracle pl/sql, etc)
- Proactive, energetic, hard-working, highly organized and results-oriented
- Comfortable working with all employee levels – from executives to the warehouse associates
- Related post secondary education is recommended
- Effective communication skills are key – be it written (email) or verbal
- General sense of creative execution and knowledge and interest in production workflow is preferred
- Currently enrolled or recently completed college education

**Thank you in advance for taking the time to read my cover letter and to review my resume.**

Sincerely,

Shiloh Toy