

Jessica Cook

0119 Beaver Hall University Park, PA 16802

(904) 625 - 2807

JBC5821@psu.edu

March 29th, 2019

Catie Grant
Director
CommAgency
University Park, PA

Dear Ms. Grant,

I am writing to you to express my interest on applying for an internship at CommAgency. I heard about CommAgency from people who had internships with you before. They told me that this agency is a great place to learn plus gain experience from the production side.

I am currently a film/video major at the College of Communications. Besides taking film classes, I have been and currently involved in film projects. In high school, I was in many positions for films such as acting, writing, producing, and behind the scenes videography/photography. In college, I acted in three films my fall freshman year which one of them I directed. Currently, I am working on multiple projects to help me gain experience.

Throughout the years, I have gained communication skills that it has helped me talk to people from all different parts of the world. Besides making connection, I am a well organized person that makes sure that everything is going smoothly with what is planned out. If a situation doesn't go the way it needs to go I redirect it into a positive way.

The positions that I want to apply for is the following: production staff, director, or producer. Reasons that I want to apply for these specific positions is to gain the experience. CommAgency would be a great fit for me to learn more about the entertainment industry.

I hope to be a part of this internship if you think I am qualified for any of these positions.

Looking forward to hear back from you.

Thank you,

Jessica Cook