

James Brown

238 Broadway

New York

NY

United States

To

The HR Manager,

XYZ Company

354 F 63rd Street

New York

NY 10022

United States

Sub- Television producer cover letter.

Respected Sir/Madam

As you are searching for candidates for the post of a television producer, I am willing to do the role of television producer. Each and every duty will be done by me in an appropriate manner. I will do great in this field.

In the year of [mention the year], I was admitted at [mention the name of the institution], and from there, I got a master's degree in [mention the name of the course]. As I was interested in this field, this why I did a special course that is [mention the name of the course]. This particular course helped me to do well in this job. I got to learn many things such as [mention the things which you learned from the course].

If I talk about my job experience, then I have [mention the year] of job experience which I gained from working at [mention the name of the company]. Duties that are well known by me are finding new projects to pursue, sourcing funding for the project, hiring a suitable director for the project, and many such things. I have several skills in me, such as [mention the skills which you have and are best for this job]. You will be impressed by my work once you select me for this job.

I have attached my CV and other necessary documents, which were mentioned in the description box. If you require any further information then please contact me at your own convenience through my contact details mentioned below. Thank you so much for your valuable time.

Sincerely,

From

James Brown

[Handwritten signature]

[Mention the contact details]

[Mention here, if there is any post note to be given]