Dear Ms. Sally Smith,

FIRST PARAGRAPH: Mention the position you're applying to, and include a brief overview about yourself. Show some personality, but don't go overboard.

Show some passion!

When writing about your experience,

don't rehash what's already on your

resume. Take the

from

working

country,

nonprofit organization

from another

skills you learned

previous work and

life experience (e.g.

for Starbucks, being

volunteering for a

etc.), and focus

as selling points toward why you

the skills and drive

be successful in this position.

I am excited to apply for the film development internship at Lionsgate as a participant in the Boston University LA Internship Program this Summer. As a BU Film/Television major from Queens, I have a tireless work ethic, a strong academic foundation, and just enough New York chutzpah to find a solution to any challenge I'm given, no matter how big or small.

In addition to Lionsgate producing many of my favorite films and shows, such as *Kick Ass, The Red Violin*, and *Mad Men*, my interest in working for Lionsgate stems from the studio's focus on balancing business acumen with creative innovation. From the recent acquisition of Starz to a successful and surprising film slate, spanning *The Hunger Games*, *La Land*, and Tyler Perry's *Medea* films, Lionsgate offers the perfect platform for new creative voices to learn from the best in the industry.

SECOND
PARAGRAPH:
Write about WHY you
want to work for this
company. Be
specific! Show some
knowledge about the
company and what
they're doing. Don't
just quote stats
about the company
that they already
know. Talk about
what excites you
about the prospect of
interning there.

My prior experience includes working as a student producer at Hothouse Productions, Boston University's student-run client-driven production company. I've written, edited, and managed accounts for several professional commercial productions, through which I've gained a strong foundation in the development and production process. I've also supported myself as a Starbucks barista for the past three years. While it hasn't been glamorous work, I've learned incredible skills related to customer service, time-management, and thinking on my feet (literally). Because when the register breaks during the 8am rush, it takes a confident professional to keep the ship afloat. During my internship semester, I hope to be given the opportunity to learn and contribute my hard work and passion in support of the next generation of Lionsgate's incredible legacy. Thank you for your time and consideration and I look forward to hearing from you.

THIRD PARAGRAPH: Write about what makes you different. What skills or experience do you bring with you? What do you want to contribute to the organization? Focus on what you can do for them - not the reverse.

Sincerely,

Jane Doe

Phone Number
Email
LinkedIn URL [Get a "vanity" URL, if you don't already have one.]

Don't forget to include your contact information!