

For my plan, I will be focusing on sports broadcasting, but mainly any broadcasting or camera work for that matter. I will want to look for an organized environment that has the people need to do the job and communicate what needs to be done exactly. I would want to develop my career so that I can make the most at my future job and get work done with quality and efficiency.

Cover letter sample:

Dear [Name of Recipient]:

[Company Name] would be a fantastic place to work at and a lot of hands on experience to be done. Working with social media sites and pages, developing and implementing media for those in need, and doing anything that needs to be done. Also filming and making videos for advertisements and editing them together. I would be able to do these tasks and maintain the goal of the job.

I am applying to the position for the undergraduate internship advertised on September 13th, 2020. Majoring in communications production, I am learning a lot of new ideas to use in the field and what I can work well with. Learning about ways to apply media and how to produce it as well will play a big factor in making good products for clients. Working with other students also gives me a teamwork aspect of what is to come.

My hardworking and dedicated mindset will be an asset when working for this company. The projects that I have done have given me insight of how media job will be. Making a short film was cut short by Covid, but I was able to use what I had to make a small story to narrate and edit a video together.

I also interned at a local baseball field at the Washington Wild Things. I took a lot of skills from being there and kept it professional. Multiple jobs were shown there and gave me insight on how communications work at a fast-paced place like baseball.

I can be reached through my cell phone number and via email. I will keep in touch to make sure you got all my application materials and discuss possible interview dates. Thank you for your time and allowing the opportunity.

Sincerely,

Andrew Wharton

Andrew R. Wharton

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Education

❖ Indiana University of Pennsylvania, Indiana, Pa
Bachelor of Science, Communications Media

Anticipated Graduation: May 2022

Work Experience

❖ *Line Cook*

October 2020 – Present

Perkins, Indiana, Pa

- Cook meals and prep food
- Maintaining communication with staff to work more efficiently
- Restocking inventory
- Cleaning the kitchen in between rushes

❖ *Volunteer Firefighter*

August 2018 – Present

Indiana Fire Association, Indiana, Pa

- Living in the White Township station as a live-in member, answering over 400 fire/rescue calls annually while being a student at Indiana University of Pennsylvania
- Assist with daily administrative tasks, including filling out fire reports, answering phone, ordering equipment, etc.
- Learn to communicate schedules through the 6 live-ins, so someone is at the station available to respond

❖ *Technical Producer*

May 2021–August 2021

Washington Wild Things, Washington, Pa

- Work cameras for broadcast
- Clip and edit videos
- Work on promotional videos and graphics
- Run the Tri-Caster for pre-game and in-game activities

❖ *Line Cook*

May 2018 – July 2020

Firehouse Subs, Peters Township, Pa

- Make sandwiches, take orders, and refill product
- Learn to work with others and move relatively quick in a small space
- Mop/clean the dining room and organize the prepped food
- Use proper social distancing and cleanliness

Certifications

CPR

Interior Firefighter - 220 hours of training

Hazardous Materials Operations

Activities

Miracle League of the South Hills, Volunteer

- Helping kids with special needs play baseball

Trying to get out there by joining groups of different media management people will help me see what jobs are available and what I have to offer. I will be using Indeed.com for my job search, as well as Facebook to see if local and small businesses need hires for their work or if they need a project done. Keeping my notifications on for jobs that open up and applying to those that are what I am looking for is going to help with my job search in the near future.