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December 22nd, 2021

Tina Fedko
Cranberry Township Management
2525 Rochester Rd.
Cranberry Township, PA 16066

Dear Mrs. Fedko:

The township's communications position would be a fantastic role to work in and a lot of hands-on experience to be gained. Working with the township's social media posts and page, producing and implementing media for the Cranberry residents, and doing anything that needs to be done. I will be able to do these tasks and maintain the goal of the job.

I am applying for the position for the paid internship advertised on December 20th, 2021. 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 and alerts for the residents of Cranberry Township. Working with other students and coworkers at my previous internship also gives me knowledge of working with a media crew, thus I can get other coworkers' ideas included.

My hardworking and dedicated mindset will be an asset when working for the township. The projects that I have done have given me insight into how working a media job will be. I have worked on different promotional videos for the Indiana Fire Association, as well as small news packages for seasonal themed events. 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. While interning at The Washington Wild Things, I learned about camera equipment and making short hype videos, sponsor videos, and even graphics for the team. Coming back to school after this, I applied these skills to IUP-TV Sports while also learning new ideas and techniques.

I am interested in this job and what I can take away from it. Hopefully we can get an interview day and make my way up there. Living near Pittsburgh makes it an easier drive to Cranberry.

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

Sincerely,

Andrew Wharton

Enclosures: Resume, References