Susan Sharp

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September 1, 2018

Jane Rowe

Director, Human Resources

Acme Theatre

123 Business Rd.

Business City, NY 54321

Dear Ms. Rowe,

I am a friend of Emily Little, and she encouraged me to get in touch with you. I know Emily through a local children’s theater, for which I was a lighting assistant this past semester. I also see her at college music performances, as I am in the orchestra.

I am graduating from Acme College this spring and am looking for jobs in the Boston area. I am looking for any positions available within the performing arts, specifically theater tech. I would appreciate any recommendations you can offer regarding this job search.

I have attached my resume. Most of my theatrical experience is in lighting and TD; however, I have done everything, from props to stage management.

Thank you for your time. I will call tomorrow to see when you might be available for a brief conversation. I look forward to speaking with you.

Sincerely,

Susan Sharp