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May 30, 2016

Dean Thomas  
Sinclair Broadcast Group, INC  
Human Resource Department  
123 ABC Road  
Oklahoma City, Ok 73114

Dear Mr. Thomas

I enjoyed meeting with you at the Oklahoma City University career fair last week. I am writing to express my interest in the On-Air Digital Content Producer position that we spoke about. I have completed the online application and included a web link of my recent work.

Having served as a production assistant at Oklahoma University as well as with Fox Sports Southwest for the past year, I have been able to learn and display skills that will transfer to this position and be a great asset to your company. I am proficient in Adobe Premier, Final Cut 7, and Lyric Pro software. In these past roles, I have also produced multiple shows for live broadcast as well as worked as a technical director and camera operator. These additional experiences have served to further develop my knowledge of the field, and I feel confident in my ability to support these areas as well.

With my writing ability I feel I am more than capable of handling the digital content that will go out on the company's different social media platforms. I am an effective communicator and work well with deadlines and multi-tasking. These skills allow me to get tasks done effectively and in a timely manner.

Thank you for the opportunity to be considered for this position and I look forward to hearing from you all soon. Best wishes on your search.

Sincerely,

*Tiffany Star*

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