Cover letter

23 Ramsey close

Lu1 249

Sundon

Luton

45 Manchester road

We15 4bf

West London

17/10/19

R.E Job interview

Dear Sir/Madam

I am responding to the job advertisement to the radio broadcast assistant that I saw on the 10th of October on the website indeed. Please be interested in my CV.

I believe that you as the employer should hire me; I am a perfect applicant as I can do the things you have requested on the job advertisement. One of the requirements that you have asked for was to be creative an example was that in the past I had to do a radio project where I had to write the script and make it interesting to keep the audience engaged. So, I will be able to help with planning for one of the shows you do. In previous years I have edited on premiere pro but if you have a software that you require to be edited on, I can adapt to that specific software. As the employer, you require me to have good time management to keep the time of the radio transmissions. I can do the administrative duties that need to be done. I can research different topics that you have requested. Capable to conduct interviews. Efficient with leading and advising a team. Capable to problem solve any solutions that come in the way.

What I can do for the company is to improve it by adding different shows. Showing different way of editing and trying something new. I have many different things to offer to the company. In my CV in the personal profile, it talks about myself being a hard worker, quick learner and having experience working in radio. I am interested in this role due to that it would be a new experience for me and that I have a lot to offer to this position. I want to work for this company because they are aimed at a 15-34-year-old, I want to be able to create something they will enjoy more. I also believe that it would open more opportunities for me.

I can meet you for an interview on any occasions that would suit you. It can be t any time. You can call or email me to find out more.

Yours faithfully

Esther Stephenson