**Barry Green** [Street Address] New York, NY 55900 | 666-777-8888 | [Email-Address]

**Today’s date**

Mr. Thomas Cotton

Fast Film Company

Street Address, City, State, Zip

**Re: Acting Position**

Dear Mr. Cotton,

I read your recent ad in the Traveling Troupe that you’re looking for a lead actor for your new series of pizza commercials.

As you see from my attached resume, I have had 13 years of experience in playing a variety of characters in movies, commercials, radio programs, and on stage. I have an excellent short-term memory and am easy to work with, and am equally at home portraying young toughs, elderly gentlemen, humorous roles, and dramatic, emotional types.

My experience includes:

* Improvising and following a script
* Live performances and acting in films (and re-filming as many times as requested)
* Voiceovers

It would be my pleasure to meet for an interview to hear more about the position and how you envision the series progressing.

I am available at 666-777-8888 or I can be reached at [your email address].   
I’m waiting to hear from you.

Barry Green

**Enclosure: Resume**