# Ann Gable

**🕿 555-444-3333 🖂 [Email Address]**

**[Street Address] New York, NY 55900**

**Today’s date**

Mr. Clark Filmer

MGM Enterprises

Street Address, City, State, Zip

**Re: Video Editor Position**

Dear Mr. Filmer,

I read your job posting for a video editor in this week’s Hollywood Hobbies with great interest. I am attaching my resume for your perusal.

As you can read, I have 15 years of experience in the film editing field and would like to use my fruitful years of working the media for the benefit of your company.

During my work experience, I have had occasion to edit films, videos, documentaries, and audio recordings. In a typical week, I perform the following:

* Communicating with clients and staff regarding how the finished product will appear
* Collecting all footage and audio onto the computer prior to editing
* Working out the sequence of action
* Adding animation, sound effects, and music for the desired effect
* Tweaking the results until I obtain a perfect film

I am extremely interested in meeting with you and your staff to explore the possibility of our collaboration.

Please contact me at 333-222-1111 or at [your email address] so we can determine a time that works for both of us.

Thank you.

Sincerely,

Ann Gable

**Attachment: My Resume**