

Kevin Peacock

AUDIO ENGINEER

MY ADRESS

My E-mail[@mail.com](mailto:myemail@mail.com)

(555) 555 1234

MONTH/DD/YYYY

Attn. To _____

Company Name

Company Address 1

Company Adresss 2

Dear _____,

I was made aware of a business opportunity through _____, at Recording Connection Audio Institute, and suggested that I apply for the _____ position that is currently open at _____. After hearing the details of the position, I am very interested and feel confident that I have the skills that you are looking for in this position. I have completed an Audio Engineer Program at Recording Connection and studied at Crystal Clear Studios, Philadelphia, PA where my mentor Joey Heier shared his 30+ years of knowledge.

One of my most powerful assets is my ability to learn fast. I am comfortable and equally proficient at recording in a digital or analog environment. In a fast paced and highly competitive field I understand the importance of having knowledgeable, reliable personnel that will not only bring strength and value, but also contribute to long term growth and success. My skill set includes but not limited to

- Audio Recording, Editing, and Mixing Techniques
- Compression, EQ, and Effects Techniques
- Base knowledge of most popular DAWs
- Automation and Midi
- Proficient in Audio Production

I have a solid work ethic and I am accustomed to working long hours and at various times throughout the course of any given week. In this business deadlines are extremely important and that is something I take very serious.

_____, I would like the opportunity to meet with you to further explore the contribution that I could make as an _____ within your organization. I invite you to call me at 555-555-1234 at your earliest convenience to see if we can arrange a meeting or phone interview. Thank you for your consideration.

Best Regards,
Kevin Peacock