

Submissions via Email.

Below are two examples professional electronic introductions to be used in acquiring spots on film sets.

For endorsed alumni:

To Whom It May Concern:

My name is Daniel D. Daniels. I am a student at Compass Film Academy and have been contacted by Evan Koons regarding your need for a production office intern. Please find my attached resume and cover letter below. I look forward to hearing from you. Thank you for your time.

Sincerely,

Daniel D. Daniels
xxxx@email.com
(xxx)xxx-xxxx)

For non-endorsed alumni:

To Whom It May Concern:

My name is Daniel D. Daniels. I am writing in response to your need for a production office intern on the upcoming film, *WHEN DEATH DOES SLOWLY COME*. Please find my attached resume and cover letter below. I look forward to hearing from you. Thank you for your time.

Sincerely,

Daniel D. Daniels
xxxx@email.com
(xxx)xxx-xxxx)

Some things to remember:

1. If you have any questions about emails, cover letters, and resumes contact Compass Academy's Industry Relations Coordinator (IRC). 616.458.4238.
2. When submitting electronically, always CC the Compass IRC
3. Attach your resume and cover letter.
4. Be patient. If and when you are needed, you will be contacted.
5. Any questions contact the Compass IRC.