

COLE JOHNSON

Baltimore, Maryland

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Dear Chris Pfingsten,

I am writing to apply for an internship at *Theatre Project* in Baltimore, MD. The internship positions I am applying to include, *Marketing and Press Relations* as well as *Community Outreach/ Audience Development*.

I feel I am a good candidate for one or both of these internship positions, because I have extensive knowledge in both of these fields which is included in my resume (attached to this email). Some notable skills I have that are (in my experience) critical to this field include: the ability to use programs such as Microsoft Word and Excel. Using Photoshop for photo editing and graphic design with a Wacom tablet is also a skill that I feel should be deemed important. For all of these programs, I am familiar with them to be able to teach the basics to others who aren't as familiar with them. I can resourcefully research information for inspiration or just for research, which I am able to pick up quickly. Another skill that I possess is the ability to take basic, professional quality photos. Another very important skill is being able to effectively use multiple social media platforms such as Twitter, Instagram, Facebook, and Snapchat. In today's society the use of these platforms is critical towards the success of many companies, businesses, and even people's lives. When it comes to "show time" I also have some experience in House Management and I'm able to politely give explicit instructions in the event of an emergency or just general instructions, as well as communicating with the Stage Manager and others about when the "house" will open, close, and when to "hand the house over". In addition to the skills previously stated, there are many general skills that are important for success in these internship fields that I am apply to and already possess is organization, creativity, problem solving, overall appearance, reliability, and communication.

Although I am not yet enrolled in college or a university and still in high school. I have many in school experiences as well as a few out of school experiences. Because I go to school for Design and Production / Technical Theatre I have many valuable resources that are at my disposal if needed. Although going to school for Design and Production and it is great, it can also pose some problems. Sometimes because there are so many people who want to work on the same thing it can be hard to secure a position and carry out/ try ideas that I have. This internship, I feel, could let me explore new ideas I have and improve your company.

I would love to show you what I can do and to help grow this company. Attached to this email includes my resume. Please feel free to view and contact me at your earliest convince.

Sincerely,
Cole Johnson
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