

YOUR NAME
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555.555.5555

Eugene O'Neill Theater Center
305 Great Neck Rd
Waterford, CT 06385

Dear Ms. Chandler Smith,

I am writing to express my avid interest in becoming the Producing Apprentice at the Eugene O'Neill Theater Center. I recently graduated from Duke University with a degree in Political Science and Musical Theater, and the intention to pursue a career in theatre production and administration. I would love the opportunity to learn more about how the O'Neill is continuously evolving to meet the needs of its creatives and students, and I feel that this position would be a wonderful opportunity to build upon my existing experience in management and production.

Theatre and music defined my four years at Duke. I performed in eight shows, served on five production councils, and played the violin in two pit orchestras. As Development Chair and President of Hoof 'n' Horn, the south's oldest student-run musical theatre group, I focused on assisting producers, coordinating with administration, planning events for groups of size 5 to 150, and spearheading fundraising campaigns totaling \$15,000. I created agendas and led weekly meetings of our executive council, monitoring budgets and helping each of our leaders accomplish their goals. The freedom and responsibility that I found within Hoof 'n' Horn taught me a great deal about initiative, communication, and flexibility. I also took a plethora of courses in topics from Production Management to Arts Entrepreneurship and gained experience working on the theater management side as I helped to get Duke's new Rubenstein Arts Center up and running. Additionally, I learned about marketing and event planning through the Duke Arts office, supporting events as a student theater technician, and selling tickets in the university box office.

The O'Neill's commitment to new works directly affected my college experience. My sophomore year I had the privilege of playing Violet in Hoof 'n' Horn's black box production of Jeanine Tesori's award-winning musical, and this spring I co-light-and-set-designed our sold-out production of *In the Heights*. I have held roles on every side of productions at Duke, and am looking for an opportunity that will expose me to how professional theaters develop new material and support artists. Between the educational initiatives, professional development opportunities, and summer conferences, I am confident that I would learn a great deal about theater management and production as a year-long administrative apprentice at the O'Neill.

I believe that my skillset and prior experience make me a strong fit for this position. Working for the box office at Duke University and interning at a law firm taught me valuable phone and reception skills, interning with Broadway Brands and working for the Vice Provost of the Arts expanded my ability to communicate discretely with professionals, and my passion for the O'Neill's work makes me eager to help this year run smoothly. I have a valid driver's license, a clean driving record, and endless enthusiasm to learn about this industry. Thank you for this opportunity.

Warmly,

[YOUR SIGNATURE]
[YOUR NAME]