

Mia C. Brackenberry

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Director of Placement
Guthrie International Placement & Staffing
1155 Freeway Blvd.
Agoura Hills, CA 91126

RE: Publicity Department - Administrative assistant position

As a recent graduate from Berklee College of Music, I am presently seeking an entry-level position at a record label where I can get established in my career. Because of my knowledge of the music industry and advanced office and computer skills, I would be able to be productive and a valuable asset to the director of the publicity department from Day One.

Last summer, I worked as an intern and assistant at BMI Nashville in the Member Services Department. Through this experience I interacted with many people and was exposed to different facets of the music industry. The main responsibility in my position was to provide good resourceful information to BMI's members over the telephone and via e-mail correspondence. In this position I received many accolades and even a standing job offer if I ever decided to return to Nashville.

Throughout my work history, I have been conscientious and have possessed a solid work ethic. In addition, I am accustomed to prioritizing tasks and handling multiple projects at once. While in college I simultaneously held two part-time jobs, was a full-time student, and maintained a solid academic achievement record (3.45 GPA).

Please contact me at your earliest convenience to arrange an interview at (555) 859-9995. I am enclosing my resume and I look forward to meeting you and discussing in more detail how I would apply my experience and skills to support the director of publicity. Thank you in advance for your time and consideration.

Sincerely,

Mia C. Brackenberry