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Attn: Hans Rodgers
Hot Rod Studios
2223 Avenue of New York
New York, NY 10023

Dear Mr. Rodgers,

Thank you for inviting me in to meet with you at your office this Friday, January 24th at 3:00 p.m. I have enclosed my resume with this letter, and would be very interested in any open positions at Hot Rod Studios. It was a pleasure to program and arrange the three songs provided to me by your studio engineer Daniel "Slap-Stick" Hevins, and I'm glad to hear that you enjoyed my work.

When I delivered the songs to your studio this past Thursday afternoon, I had a meeting with "Slap-Stick" and your other engineer, Christina ("Gum-Drop") Hawkins. They showed me your studio equipment list. I wanted to let you know that I am proficient and knowledgeable with most of the gear on that list. As a producer/engineer, I have production experience with ProTools and I am comfortable in either a digital or analog environment.

As a composer/songwriter, I would serve your client's needs by producing artists, bands, or jingles, and as a co-writer. In the past I have written and programmed jingles, orchestrated a short film documentary, and have several songwriting credits on numerous artists' and bands' albums. In addition to my programming skills, I am experienced in the music industry and the entire music production process. Most importantly, I have a proven track record of completing projects quickly and efficiently,

It would be a pleasure to work alongside an established and successful producer such as yourself. I hope to have the opportunity to be employed in such a creative facility as a composer, arranger, producer, or engineer, and help to achieve your clients' production goals. I look forward to meeting you this Friday.

Sincerely,

Karen S. Davenport