

## Production Assistant

# YOLANDA MATHERLY



To

**Charlotte Loos**

Montana Film Productions

Dear Hiring Manager,

I am writing to express my interest in the Production Assistant position at Montana Film Productions, as advertised. With my strong organizational skills, attention to detail, and enthusiasm for the production process, I am confident that I can contribute effectively to your team.

From

**Yolanda Matherly**

Production Assistant

Over the past year, I have gained hands-on experience in production support through a variety of roles, including assisting in the coordination of set preparation, managing equipment, and supporting the production team in a fast-paced environment.

Details

I have developed a strong ability to manage multiple tasks simultaneously, ensuring that everything from scheduling to equipment management runs smoothly.

**Address:**

Helena, MT

In my previous role as a Production Intern at Helena Studios, I was responsible for coordinating schedules, assisting with set logistics, and providing general support to ensure the production moved forward without a hitch.

**Email:**

yolanda.matherly@gmail.com

I am comfortable working under pressure, solving problems on the spot, and contributing to the overall success of the production.

I am particularly drawn to Montana Film Productions because of its dedication to creating high-quality, innovative content that showcases the beauty and diversity of our state.

Thank you for considering my application. I would love the opportunity to discuss further how my skills and passion for production could benefit Montana Film Productions.

I look forward to the possibility of contributing to your upcoming projects.

Sincerely,

Yolanda J. Matherly