

**NOTE: The woman who wrote this cover letter was told that she was asked in for an interview specifically because of the creativity displayed in this cover letter. She was hired by the company but into a different role than the one she applied for. She had a good idea that the letter would be read by a person.**

(i.e. first and last name is shown as a banner. "First" is Arial Black font. "Last" is Arial font)

# First Last

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April 2, 2016

TodayTix  
64 Wooster Street, FL 2  
New York, NY 10012

Dear Hiring Team,

I am writing in response to your opening for an Account Services Associate, which I found on Playbill.com®. I believe my combination of skills and experience make me an ideal candidate for this position.

As a personal user of TodayTix, I have been blown away by how much your company has changed the theatre ticket game. Once I realized I possessed no acting or musical talent, I decided to connect to the theatre industry in another important role – a member of the audience. Rarely does a week pass where I do not take in at least one live arts performance, ranging from Broadway to the ballet. TodayTix has connected me with seats to shows I may not have had an opportunity to see. I have also been the fortunate winner of a few coveted lottery seats.

Customer service is a large part of my employment history. I currently work for Broadway Across America as a Subscriber Service Representative. In this role, I provide our guests with excellent service via the phone and email. I serve as the main contact for Broadway in Atlanta, and provide training on the market's policies and programming to my colleagues. I also assist with proofing and editing of our national marketing materials.

I have over five years of experience serving in an administrative support role, three within an editorial capacity. I have supported three executives simultaneously, which required extensive calendar management and strong organizational skills. I assisted with the planning and execution of our interoffice events, as well as our quarterly Board of Directors meetings and association's annual meeting. I served as the temporary receptionist where I managed the office mailroom and worked closely with our vendors to ensure office supplies and vending machines remained fully stocked. While staffing the reception desk, I greeted and signed in visitors while managing our multi-line phone system.

I would love the opportunity to be a part of your growing company and think I would be a great asset. Theatre plays such an important role in my life. I have attached my resume for your review and welcome any questions that you may have. Thank you in advance for your consideration.

Best regards,

First Last Name