

Your Street Address  
Your Town, State Zip  
Date

Name of Organization  
Organization's Street Address  
Town, State Zip

Dear Name of Contact Person,

My name is Jane Doe and I am currently a senior Theatre major at the University of Southern Pennsylvania. I am writing to you to apply for the wardrobe internship at South Bay Theatre Company. The position at South Bay is particularly appealing to me because I would love the opportunity to work with experienced designers and performers while simultaneously learning more about all aspects of theatre.

I consider myself to be a hardworking, dedicated student with excellent time management skills. I became interested in the world of wardrobe when I worked on Sarah Ruhl's *Orlando* at the University of Southern Pennsylvania. For *Orlando*, I worked as an assistant to the costume designer and on the wardrobe crew. I have since worked on wardrobe crews for the University of Southern Pennsylvania's productions of *Airswimming*, *Antigone*, and *Much Ado About Nothing* as well as Fulton Theatre Company's production of *Six Characters in Search of an Author*. I know what it is like to apply myself and collaborate with others to make a show successful. I am detail-oriented and responsible and have strong sewing machine and hand sewing skills. I would welcome an opportunity to join the South Bay community and feel I would be an asset to the wardrobe team.

Thank you for your time and consideration. If you have any questions about my application, please don't hesitate to contact me at 610-555-9048.

Best wishes,

Jane Doe