

**HALEY LLOYD**

Chicago, 60614 | lloydha44@outlook.com

**October 17, 2022**

**Dear Recipient:**

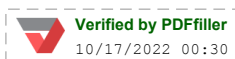
Thank you for the opportunity to apply for the Intern role at your company. After reviewing your job description, it's clear that you're looking for a candidate that is extremely familiar with the responsibilities associated with the role and can perform them confidently. Given these requirements, I am certain that I have the necessary skills to successfully do the job adeptly and perform above expectations.

I am an adaptable college student (B.F.A. in Film and Television) currently attending DePaul University. I am concentrating in Show running with a minor in Screenwriting. During my academic career, I also managed to accrue nearly four years of work experience. Previously, I worked part time for Apollo Crewing, focusing mainly on tech warehouse work as well as behind the scenes tech production. As of recently, I started an internship with Whitney Reynolds on her self-titled talk show. In these roles I've learned valuable professional skills such as production equipment inventory, Final Draft, Microsoft Office, Adobe Suite along with film screening and critiquing.

In both my academic and professional life, I have been consistently praised as efficient by my professors and peers. Whether working on academic, extracurricular, or professional projects, I apply proven interpersonal, problem-solving and research skills, which I hope to leverage into the Intern role at your company.

After reviewing my resume, I hope you will agree that I am the type of competent and competitive candidate you are looking for. I look forward to elaborating on how my specific skills and abilities will benefit your organization. Please contact me via email at lloydha44@outlook.com to arrange for a convenient meeting time.

Sincerely,



**Haley Lloyd**

# HALEY LLOYD

COLLEGE INTERN 📍 CHICAGO, 601614

## ◦ DETAILS ◦

Chicago, 601614  
[lloydha44@outlook.com](mailto:lloydha44@outlook.com)

## ◦ SKILLS ◦

Television Writing  
Microsoft Office Suite  
Data Entry  
Film Criticism

## 👤 PROFILE

- A creative, hard working and enthusiastic DePaul student.

## 📁 EMPLOYMENT HISTORY

### 📍 Stagehand/Runner at Apollo Crewing, Chicago

May 2022 — September 2022

I worked for different vendors doing various production and backstage preparation. Duties included driving to different vendors throughout the day and running various needed errands. This was done in professional film, show and stage settings. I also gained gaffer and warehouse experience along with set takedown.

### 📍 Student Worker at LSU Admissions, Baton Rouge

January 2021 — March 2021

In this position I mainly completed research, compiled data, updated spreadsheets and produced timely reports. Other responsibilities included clerical tasks such as filing, copying and sending emails. This job also required working in a team environment to increase productivity.

## 👥 INTERNSHIPS

### 📍 Production Assistant Intern at Whitney Reynolds Show, Chicago

August 2022 — Present

I assisted as a production assistant intern. This mainly is for live audiences. I also worked pre and post show to secure bookings and help further show development. On other days I help with pre production planning and planning out future show ideas. I work very closely with Whitney and collaborate with the team at meetings.

### 📍 Film Screening Intern at HollyShorts Film Festival, Los Angeles

February 2022 — August 2022

The bulk of this internship involved organizing and reviewing FilmFreeway filmmaker submission for the Film Festival that occurred August 2022. In addition to those responsibilities, I also performed administrative duties and helped with filmmaker relations & communication. I also did outreach and sponsorship research, theater communications along with PR and other various research tasks.

## 🎓 EDUCATION

### 📍 Bachelor of Fine Arts, DePaul University, Chicago

June 2021 — Present

I am a Film and Television B.F.A. student concentrating in Showrunning with a minor in Screenwriting. I am active member of DePaul Film Fatales, DePaul Cinema Collaborative, DePaul International Film Club. I have a leadership role in DePaul International Film Club as an event coordinator. I am in good standing and matriculating as a junior after Fall Quarter 2022. In addition to my DePaul education I have transferred in credits from Indiana University and Louisiana State University.

## ⚙️ COURSES

### 📍 SCRW 240 Introduction to Pitching, DePaul University

September 2022 — Present

### 📍 FILM 299 Internships in Media and Design, DePaul University

September 2022 — Present

### 📍 SCWR 110 Inclusive Representation in Film & TV, DePaul University

September 2022 — Present

## 📣 REFERENCES

- References available upon request