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April 15, 2003

Mr. Andrew Jacobs  
ESPN  
100 South Street  
Hartford, CT 06606

Dear Mr. Jacobs:

I am writing to express my interest in the Production Assistant [AM Sports Show] position I saw posted to the ESPN web site on Sunday, April 6. I will graduate from the University of Hartford School of Communications in May and am eager to begin my career in Television Production.

As my resume indicates I have been working in a related position for almost two years. My experience at Channel 3 has allowed me to apply so much of what I have learned in my courses at the University of Hartford. I am particularly proud of the technical expertise I have developed, especially camera and teleprompter operation. Even in my part-time role, I have come to learn and appreciate the incredible dedication and teamwork required to produce a television program. I am confident I would make immediate contributions to the AM Sports Show.

I look forward to an opportunity to interview for this position, and learning more about the plans for this new program. Please contact me at your earliest convenience to schedule a meeting. I can be reached at (860) 768-4287. Thank you for considering my candidacy.

Respectfully,

Kitty K. Katz

Enclosures