

Queens College  
Art Department / Photography & Imaging  
PHOTO 377  
Senior Photography Thesis  
Prof. Greco

#### **Assignment #4:** Writing a Cover Letter for a Photography Job

##### **Objective:**

The objective of this assignment is to develop a cover letter for a photography job found on Indeed. By completing this assignment, you will gain experience in crafting a professional cover letter that effectively highlights your qualifications, experience, and passion for photography. This assignment will help you understand the key components of a cover letter and how to tailor it to a specific job application.

##### **Instructions:**

1. **Choose a Job Posting:** Visit the Indeed job board (or any other job search platform) and select a photography job posting that aligns with your career aspirations and interests. Be sure to note the company name, the job title, and any specific requirements or qualifications mentioned in the posting.
2. **Research the Company:** Research the company that posted the job. Familiarize yourself with their mission, values, and the type of work they specialize in. This information will help you tailor your cover letter to the specific company.
3. **Create a Cover Letter:** Write a cover letter addressed to the hiring manager or the appropriate contact person at the company. Use the following format for your cover letter:
  - Begin with your contact information (as seen in the example).
  - Address the hiring manager by name if possible. If the name is not provided in the job posting, you can use a general salutation like "Dear Hiring Manager" or "Dear Hiring Committee."
  - In the opening paragraph, express your interest in the specific photography job and briefly mention where you found the job posting.
  - In the body of the letter (usually two to three paragraphs), highlight your skills, experiences, and qualifications that make you an ideal candidate for the job. Be specific and provide examples of your work or achievements. You can borrow from your artist statement and bio for some of this.
  - Explain why you are interested in working for this particular company and how your values and skills align with their mission. It is important to communicate the company's values back to them in your own words.
  - Conclude the letter by expressing your eagerness to discuss your application further and provide your contact information.
4. **Submission Guidelines:** Submit your cover letter to me as a link to an online Word document for review and suggestion. Make sure your document is properly formatted and free of grammatical and spelling errors.

**Important Note:** This assignment is designed to assess your ability to create a professional cover letter. Be sure to adhere to the instructions and take the time to research the company and job posting thoroughly.