

Bryana Cielo

bryanacielo@gmail.com | 973-476-4131

Dear Hiring Manager,

I welcome the opportunity to apply for a full-time position with your company. My past and current experiences have contributed to my meticulous attention to detail, ability to multitask, and strong communication skills, which make me an ideal candidate for this position.

As a current Television Production Freelancer for NBCUniversal, I work directly with production assistants and producers interacting directly with guests, preparing them for taping, and ensuring that studio audience members know their cues. By working with the Maury Show's social media team, I assist in promoting the show on various social media platforms as well. As a Television Production Intern for AXS TV, I was responsible for logging interviews, concert footage, and research for the network. In addition, I worked with Paul Shaffer and Buddy Guy during a television shoot at SiriusXM studios in NYC for the show "Paul Shaffer Plus One".

In addition, as Editor in Chief of my university's official campus newspaper, I am responsible for leading the editors to ensure that the staff is collaborating in the most efficient way. I manage a team of over fifty editors and staff, conduct biweekly meetings, and am responsible for all editorial, business, and graphic decisions.

In high school, I was hired as a paid contributor to write articles for SwimSwam.com, the most prominent aquatic news website in the world. One of my articles has received over 55,000 shares on social media. Devoting 13 years to my swimming career has allowed me the chance to become a member of Sacred Heart University's Division I Swimming and Diving Team, which has contributed tremendously to my dedication and strong work ethic. I was named captain for the season of 2019-2020.

My university experience, along with my internship/work experience, has helped me build a solid platform for a full-time position with your company. I am confident that my abilities to multitask and work with others managing a wide range of responsibilities in marketing and communications qualify me for consideration for this position. I have also provided my resume, which outlines my qualifications in more detail. If you have any questions or need further information, please feel free to contact me at your convenience. I look forward to meeting with you to discuss a position in more detail.

Sincerely,

Bryana Cielo

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