**Xavier Campo**

143 Van Guilder Ave

New Rochelle, NY 10801

August 12, 2013  
  
Dave Raines

President of Osbee Industries, Inc.

99 Calvert Street Suite #100

Harrison, NY 10528

Dear Mr. Raines,

I am applying for the Audio and Visual technician position offered by your company. As an intern at LMC-TV station, I attained a great passion and respect for the Audio and Visual industry. Most importantly, my desire to learn all factors of this opportunity will be a great asset to your company. Listed below are some of the skills that I have applied during my professional career:

* **Solid Foundation in Videography techniques**: As an intern at LMC-TV, I been responsible for a number of setups with equipment and assisting in video shoots, recording using various outlined shots, and editing with Final Cut Pro.
* **Dynamic communication style:** As a bilingual, I can translate from Spanish to English and vice versa. I interpreted for the SUNY New Paltz study aboard program in Cuba for non-Spanish speaking students.
* **Experience in corporate training:** As an Accounts Payable representative, some of the skills I attained includes professionalism in a corporate environment. Comfortable and experienced paying funds to various vendors. Also, I have conducted hundreds of accounts reconciliations and customer inquiries both over the phone and in person.

I look forward to hearing from you so we could discuss my qualifications on taking Osbee’s team to the next level. I thank you in advance for your time.   
  
Sincerely,

Xavier Campo  
  
Enclosure