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12 June 2016

Mr Henry Smith
Director
Past Times Productions Ltd
17 Bateman Street
London
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Dear Mr Smith,

I am writing to explore whether an opportunity might exist to join Past Times Productions as a Researcher. A recent title in Broadcast mentioned that your company has been commissioned to undertake a new, 12-week series focusing on European History. Having read History and Russian at Merton College, and being an avid Channel 4 viewer, I have found a number of documentaries produced by Past Times deeply engaging. In particular I found the three-part series The Holy Foolan intriguing and culturally sensitive exploration of the Russian mystical mind.

My previous relevant work experience includes six weeks as a Researcher on the Leviathan magazine series concerning an investigation into the historical background of current European news and current affairs topics. I have also made a short film for a student society (shot in Kenilworth with borrowed equipment) about local historical topics, and have acted as Researcher (current affairs and news) for Oxide Radio in my penultimate year at university. The enclosed CV details this experience and my long-standing interest in European History.

I am keen to pursue a career in this field, and feel confident that I would make an effective contribution to your team of researchers. I would welcome the opportunity to discuss any possible openings with you and look forward to hearing from you.

Yours sincerely,
Melissa Chan