

Hello, I'm Suzette! This cover letter is in two parts (with an additional section at the end for more content to get to know me). Thanks for the consideration!

Part 1: Let's talk business and qualifications:

In every job I take on, I give myself the responsibility of making sure the environment is safe for everyone. Communication is always welcome, constructive ideas are always welcome, and credit is always given to those who have helped the business grow and adapt. I am passionate about theater and film, and even more passionate about the business side of those worlds running smoothly so that the creatives can do their work with safety, encouragement and having been set up for success.

I have participated in Theater and Film productions for over ten years. I have developed interpersonal skills, management techniques and organizational habits as well as cultivating creativity and love for the work I do. Some of my work has involved being responsible for scheduling, making travel arrangements, hiring personnel, handling emergency situations and contacting donors and benefactors. Working as a 1st A.D. has trained me in pre-production planning, administrative work, and production support. I am good with people and love getting to know my team and everyone who joins us for a project.

I am detail oriented and my experience has helped me grow my organizational skills. While working at CaptionCall as a Team Lead Supervisor, I had many responsibilities to complete throughout the month and managed a team of 20 people. At many jobs I've learned new softwares and programs with efficiency. I've learned how to fill out many different data sheets to track efficiency of employees as well as monitoring schedules, training and coaching, and other general management responsibilities. It is all about careful planning but being comfortable enough to make room for unforeseen circumstances.

I have enclosed my resume for your consideration. Please feel free to contact me via phone or email to discuss my experience as well as the requirements for the role!

Part 2: What is Suzie all about? The personality and passion stuff:

I've always joked that if falling in love was a career, I would be rich.

I see the best in people, and more than that, I see potential like a bright light shining out of their eyes. A golden glow that tells me who is meant for great things. Who is deeply kind, courageous, caring, and beautiful. I have never been wrong about someone who has that glow in their eyes.

This ability to see potential has not only affected my love life, but I truly believe there is a career to be made out of it. I have seen talent buried in a pile of nervous energy and I have watched and helped as actors and creatives have become the bright light I knew was there.

In recent years I've decided that I want to be 'someone to know'. I want people in the film industry to make a new friend and be like, "Oh, do you know Suzette Dutson? She's a good person to know." -- A good person to know to get work, to get auditions, to be seen by people who will pay them for their skills. I want to be the person people send their friends to as the person to know to get them where they want to go.

I want to watch every audition, read every script, interview every crew member, and encourage the kind of people who will do wonderful things. I believe that I have the capacity to single those people out. To find those people in the crowd, the diamonds in the rough.

So sure, I fall in love all the time. And maybe falling in love over and over again isn't a sustainable career, but being able to listen to others, feel their energy and see the passion in their eyes and the potential in their skill is something I know I am meant to cultivate.

I am a Projector. I am here as a supporting class. The Bard, The giver of Inspiration, the one who gets you where you need to go. That is how I plan to make my way in the world. I see the potential, and someday I am going to be the person they're all talking about when they say "Oh, in this industry, it's all about who you know."

Thank you, reach out anytime!

Suzette Dutson

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