

# Sample Cover Letters

\*Your cover letter should be brief, polite and to the point. Personalize your note and include a contact telephone number. Here are some examples:

**Dear ACME Talent**

Enclosed is a photo of our baby Arlene. She is five months old, always happy and as you can see very photogenic. We would love to start her in commercials and modeling. We would be happy to meet with you at your earliest convenience. Hope to hear back from you soon.

We can be reached at (555) 555-5555

Sincerely,



**Dear NBC Casting**

Enclosed is a photo of my daughter Arlene. We currently live in the Seattle area and would like the opportunity to audition for upcoming modeling jobs and commercials that Arlene is right for.

We are open to traveling so feel free to keep us in your file for projects outside of our area as well. She is a very good student and also has been taking dance classes. We hope to meet you soon.

We can be reached at (555) 555-5555

Sincerely,



# Sample Resume

Babies, children and teens are not expected to have resumes or experience - they are children and everyone needs to start somewhere. As your child moves forward getting acting jobs and modeling jobs they'll build a resume. This is what a child's acting and or modeling resume might look like with some experience.

## DAKOTA FANNING

Height, weight, age, contact number

<b>Film</b>	<b>Role</b>	<b>Director or Studio</b>
Hannah Montana The Movie	Brick	Disney
Race to Witch Mountain	Goon	Disney Studios

<b>Television</b>	<b>Role</b>	
Wizards of Waverly Place	Co-Star	Disney Channel
Hannah Montana	Featured	Disney Channel
Suite Life of Zack and Cody	Co-Star	Disney Channel



<b>Print Modeling</b>		
Baby GAP	Baby Einstein	Disney Channel

<b>Commercials</b>		
Baby Gap	Girl	Disney Channel

<b>Training</b>		
Center City Elementary Acting Class	Jazz and Tap Lessons	