

**Chad Buckmaster**  
**Marketing and Administrative Associate**  
**Los Angeles, CA**

Dear Hiring Manager,

My name is Chad Buckmaster, and I am ready and excited for my next career opportunity. I have substantial professional experience; 7 years at my last job at Mediamax, and before that 5 years at Premiere Radio. I've also worked on major film productions and temporary assignments at studios like Universal and Paramount. I'm used to tight deadlines and high expectations.

My previous experience includes media research, marketing, executive assistance, office production assistance, and administrative work. At my last position at Mediamax, I tracked, collected, summarized and determined value for all earned media for our biggest client, Walt Disney Studios. Over seven years I got to work on the marketing campaigns of major Disney films like Frozen, Star Wars: The Force Awakens and Black Panther, to name a few. Unfortunately, Mediamax suffered setbacks, and my entire department was laid off, myself included.

Since then, I've been working temporary assignments and driving for Uber while I look for that right fit. I would love to discuss this further, and I appreciate the time you've taken out for me. My resume is attached. I look forward to hearing from you.

Sincerely,

Chad Buckmaster