

# UCLA FILM & TV INTERNSHIP PROGRAM

## Applying for Internships

### 1) Why Intern?

An internship is both an experience in itself and practice for the job search. It offers many valuable experiences:

- Apply skills you learned in the classroom in a professional setting
- Test career options to help clarify and refine career objectives and goals. Begin to develop competencies (skills and knowledge) specific to a career or environment
- Develop skills necessary for any work environment, including communication, writing, interpersonal connections, teamwork, time management, and goal setting
- Explore skills and interests you didn't know you had
- Build skills necessary for a job search, including search strategies, resume writing and interviewing
- Start to build a network of professional contacts

Many graduates often face an uncertain job market with few leads and no clear career path. An internship can help you make valuable contacts and distinguish among different job opportunities that can lead to thoughtful career decision making. Along the way, you'll pick up the skills necessary for any job search.

### 2) Where to Start?

Looking for an internship can sometimes be overwhelming. You will find out soon enough that the whole entertainment industry in L.A. relies on interns. Thousands of internships listings are on the web. But, beware of the coffee/Xerox internship! We advise you to apply to as many internships as possible so that you can have the best choice possible.

First and foremost, **look at the films and/or TV shows that you admire**. Look up who the producers are. Gather their information through IMDB or IMDBPro: email address, phone number, address and credits. Whenever you are not sure who to send your resume to, feel free to give a quick call to the company asking for the internship coordinator's contact information. You will soon have an extensive list of companies.

Now, the second question is: **what position do you want to apply to?** Or rather: what is your career goal? Ask yourself who do you think has the coolest job in the world? If you answer Jerry Bruckheimer, then why wouldn't you apply to his company for an internship?

### 3) What Internship Positions Do You Qualify For?

Here are the positions most commonly offered in film and TV internships, along with the missions involved:

#### **PRODUCTION COMPANIES**

**Script development:** reading scripts/theater plays/TV pilots/books and writing coverage (summary and evaluation). This type of internships is an amazing opportunity to develop your sense of storytelling. You might also occasionally be asked to do research on subjects that are currently in pre-production (on specific themes or on emerging talents such as new directors, actors, etc), as well as do some office work (answer the phone, filing, scheduling).

**Post-production:** support the editors or post-production coordinators. On a union production you won't be allowed to do any editing yourself. But some independent productions may allow you to help in capturing or even editing. This type of opportunity at the undergraduate level is usually provided in documentary TV companies.

#### **MARKETING AND DISTRIBUTION COMPANIES**

**Marketing:** doing research, studying the marketplace, interest in PR or advertising. Office work is often associated with this position.

#### **TALENT AGENCIES**

Today agencies act more than ever like production companies. Agents represent talents (such as directors and actors) and have connections to financing entities. They put "packages" together and submit them to production companies, who then generally deal with studios and develop the script submitted by the agency. Agencies are the best place to start for whomever wants to work in features or television. It's a great way to learn the ropes and network with other up and comers.

Big agencies have highly competitive summer programs. The biggest agencies are CAA, WME, UTA, ICM, Paradigm, Gersh and APA. Check out their websites to find out about their openings.

You might also want to look at **management companies**, which are smaller than talent agencies but also represent talents. Their internship programs are less competitive, but they are also an excellent entry into the world of film or TV producing. Major companies here are 360 Management, Anonymous Content, Benderspink, Brillstein Entertainment Partners, Industry Entertainment, Principato-Young, and The Yorn Company.

### 4) Where to Look for Internships?

Here are a couple of places to start you off:

**UCLA Internship Database:** <http://my.ucla.edu> (log in with your UCLA logon and password)

These companies are approved by the UCLA TFT internship office and are actively recruiting our students.

**UCLA Career Center's Bruinview:** <https://secure.career.ucla.edu/BruinViewLogin/Login.aspx>

**UTA job list:** <http://www.tempdiaries.com/p/job-list.html>

**Entertainment Careers:** <http://www.entertainmentcareers.net/>

The major studios website “**Careers**” sections:

Disney/ABC Careers: <http://corporate.disney.go.com/careers/index.html>

CBS Careers:

[https://sjobs.brassring.com/1033/ASP/TG/cim\\_home.asp?partnerid=25084&siteid=5129](https://sjobs.brassring.com/1033/ASP/TG/cim_home.asp?partnerid=25084&siteid=5129)

FOX Careers: <http://www.foxcareers.com/#/home>

MTV Networks: <http://www.mtvnetworkscareers.com/>

NBC Universal Careers: <http://www.nbcunicareers.com/>

Paramount Jobs: <http://www.paramount.com/studio/jobs>

SONY Internships: <http://www.sonypictures.com/corp/employment/internships/>

Turner Careers: [http://www.turner.com/careers/college\\_students.html](http://www.turner.com/careers/college_students.html)

Warner Brothers Careers: <http://www.warnerbroscareers.com/>

## 5) Cover Letter & Resume: DOs and DON'Ts

Companies are busy. Make their work easy: send them good stuff! You should contact the companies with an individualized cover letter and a current resume.

### ***What to write in your RESUME***

First of all, the key word is conciseness. Your resume should be no more than one page.

Here are the basics to mention and the order in which to organize the information.

### **Education**

Enlist the degrees attained and college or school attended along with the (expected) graduation date in this section. You can also include the courses and training completed here. It's highly recommended to highlight your merit in the specific subject or highest percentage earned in this section.

### **Work experience**

Highlight the professional experience gathered working with any previous employers. Also briefly describe job training and positions held with the most recent at the top. You don't have to include every waitressing job, unless you think it's relevant for the internship you're applying for.

### **Skills**

Do mention computer skills and language proficiency skills in this section. It's vital to highlight any skills that are relevant to the job applied for. This set of skills would put you in the front row among the candidates applying for the same position.

### **Extracurricular Activities**

Do not forget to mention your key contributions to the extracurricular activities held in student organizations, sports clubs, or in your community at large. This may include the planning of prestigious annual fundraisers, participation in competitions, volunteering jobs, and many more.

Companies are fast-paced environments where you are often asked to multi-task. You generally work in a team. So you want to show that you can be a good team player.

### ***What to write in your COVER LETTER***

Your cover letter is even more important than your resume. This is your opportunity to establish a personal connection with the reader. Your cover letter should be no more than half a page, or three paragraphs at most. If you know the internship coordinator's name, be sure to address them personally. Be sure to mention that you are a student at UCLA and what kind of internship you are seeking. You should explain why you are targeting their company specifically. If you liked their movies or TV shows, mention that. That way, employers know that you're on the same wavelength in terms of taste.

Then explain what makes you a great fit. Who are you? What have you done that sets you apart from the rest? This is your moment to shine. Don't repeat everything you already said in your resume, but draw attention to the 'highlights' that may be relevant for this position.

Finally, mention the timeframe you are available to work the internship. If you don't live in Los Angeles, let them know that you can be available for a phone or a Skype interview, or when you can be there in person.

You may include your cover letter in the body of your email. But it's also a good idea to attach it along with the resume. Attachments should always be a PDF or (universally compatible) Word file.

Check out the samples below.

# Jane Bruin

300 De Neve Drive RV#888C, Los Angeles, CA 90024, (310) 555-4602 [janebruin@ucla.edu](mailto:janebruin@ucla.edu)

April 7, 2009

Dan Erstad  
De Line Pictures  
4000 Warner Blvd, Bldg 66 Rm 147  
Burbank, CA 91522

Dear Mr. Erstad,

I am applying for the internship position of script development as advertised through the MyUCLA Internship listings. I am nearly finished with my second year at UCLA, and my coursework has greatly increased my knowledge about the film industry and screenwriting in particular, making me an excellent candidate for this position.

Through my Screenwriting class, I was able to learn the fundamentals of how screenplays are structured and what makes a movie work. I also read Blake Synder's *Save the Cat!*, a great book on screenwriting. The Overview of Contemporary Film Industries class I took introduced me to the business involved in the making of films and I was especially interested in the development and production side of things and learned about the role of marketing, talent agencies, and of the several different revenue streams that contribute to a film's financial success. I also learned how to write Coverage Reports and completed one for an assignment. I believe that these experiences will enable me to fulfill the duties of the internship successfully.

My experiences as a Peer Mentor, installation assistant for The Miniblind Company, and previous volunteer work at the Red Cross has helped developed my interpersonal skills and given me a lot of experience for working with people of all ages, backgrounds, attitudes and mindsets. Being a part of the IDEAL Leader's Association has bestowed upon me several responsibilities that have made me more confident in leadership roles.

I believe that I can be an energetic, responsible, and hard-working intern at De Line Pictures. I am available for an interview to provide more information at your convenience, and I can be reached at (310) 555-4602 or [janebruin@ucla.edu](mailto:janebruin@ucla.edu). Thank you.

Sincerely,

*Jane Bruin*

Jane Bruin

Enclosure: Resume

# Jane Bruin

300 De Neve Drive RV#888C, Los Angeles, CA 90024, (310) 555-4602 [janebruin@ucla.edu](mailto:janebruin@ucla.edu)

## OBJECTIVE:

An internship position in script development at De Line Pictures.

## EDUCATION:

**University of California, Los Angeles**

Bachelor of Arts in History, Minor in Film/TV Studies

Enrolled in the Honors Program

GPA: 3.83

Applicable Coursework: Screenwriting Fundamentals, Overview of Contemporary Film Industries, History of Asian, African, and Latin American Film

## RELEVANT PROJECTS:

- *Living Loud*, an original screenplay completed in the summer of 2008

## LEADERSHIP EXPERIENCE:

- ALD/PES Honors Societies: Peer Mentor (September 2008 – Present)
  - Provide guidance and mentoring for incoming freshman students, especially in terms of academic scheduling
  - Advise students with the daily and long term experiences of UCLA dorm life
- IDEAL Leaders Association (September 2008 – Present)
  - Manage Facebook Group and create Events for Weekly Meetings, Fundraisers, and Social Events
  - Chair meetings, lead and produce a 5-minute Leader of the Week Presentation and an instructive 30-minute Power Workshop
  - Advertise and promote group by producing flyers and posting them on every floor in all five UCLA dormitory buildings
  - Intern for the Director of Student Affairs Officer Position for 2009-2010
- Running Club: Safety Officer (September 2008 – Present)
  - Receive recertification for First Aid, CPR, and AED
  - Fill out injury forms when necessary
  - Plan club socials – Pasta Dinner, Beach Run
  - Perform volunteer work to fulfill club's service requirement and attend meetings

## WORK EXPERIENCE:

- The Miniblind Company (2001 – Present)
  - Accounting, technical, computer and installation assistant
- Naples Island (1998 – 2007)
  - Provided home, gardening, and pet care for neighbors on vacation

## OTHER ACTIVITIES:

- Symphonic Band, Floor Government, Jiu-Jitsu

# Joe Bruin

489 Gayley Ave, Apt. # 501, Los Angeles, CA 90024, (818) 555-4602 joebruin@ucla.edu

September 27, 2010

William Morris Endeavor Entertainment  
151 El Camino Drive  
Beverly Hills 90212

Dear Madam or Sir:

I am seeking an internship at William Morris Endeavor Entertainment in the fall to learn through experience the role that talent agencies play in putting together packages, submitting scripts to production companies and studios, and how agents interact with their clients. I want to experience the famous mailroom that I have been reading about in *The Mailroom*.

This summer I have continued my internship at Red Wagon, Douglas Wick and Lucy Fisher's production company on the Sony studio lot, and took on a second internship at Davis Entertainment to expand my network, access new scripts to read, and learn more about producing. At both internships I gained a lot of experience at covering desks for absent assistants and greatly increased the speed at which I can read scripts, TV pilots, comics, or any kind of submission, and write coverage. I was intrigued with how the Creative Executives, Director of Development, and VPs got their submissions and writing samples. This naturally led me to the agents and their role in Hollywood.

I previously had an internship at Columbia Pictures in the Story Department. Now that I have some firsthand knowledge about how studios and production companies with studio deals work, I really want to know more about how talent agencies operate. I want to learn what it takes to become an agent and how the deals that make movies happen.

I believe that I can be an energetic, responsible and hard-working intern at William Morris Endeavor. I am available for an interview to provide more information at your convenience. I can be reached at (818) 555-4602 or joebruin@ucla.edu. Thank you.

Sincerely,

*Joe Bruin*

Joe Bruin

Enclosure: Resume

## **Joe Bruin**

489 Gayley Ave, Apt. # 501  
Los Angeles, CA 90024  
(818) 555-4602  
joebruin@ucla.edu

### **EDUCATION:**

**University of California, Los Angeles, Bachelor of Arts in History, Minor in Film/TV Studies Expected Graduation June 2011**

- 3.84 GPA, College Honors Program, Golden Key and ALD/PES Honors Societies
- Applicable Coursework: Screenwriting Fundamentals, Overview of Contemporary Film and TV Industries, Film Editing, Film Directing, History of Asian, African, and Latin American Film, History of Documentary Film, Film Criticism: Film Noir, and Film 194 (internship credit course)

### **WORK EXPERIENCE:**

**Davis Entertainment/Intern, Brentwood Village, CA**

**June 2010 – September 2010**

- Read screenplays, books, manga, watched films and wrote coverage reports for the Director of Development, Creative Executive, VP, and Story Editor
- Performed research projects and read scripts of projects in development
- Covered desk of the Story Editor during Comic-Con, the desks of other assistants as needed, taking calls and updating call sheets

**Red Wagon Entertainment/Intern, Culver City, CA**

**March 2010 – September 2010**

- Read screenplays, books, and other writing samples and write coverage reports
- Read new drafts of our projects and updated Scene Breakdowns
- Took calls for the Creative Executive and VP and covered the Front Desk
- Performed research projects, compiled and copied expense reports, and other office duties including binding scripts and the Weekend Read

**Columbia Pictures/Story Department Intern, Culver City, CA**

**September 2009 – December 2009**

- Read screenplays, coverage reports and five assigned books (each 300-500 pages); watched 11 assigned classic Columbia films and discussed with the Story Editor
- Updated shooting scripts, assembled and delivered scripts and Weekend Read packets to studio executives, scanned archived scripts and entered them into an online database, and performed tasks at the studio lot

### **OTHER ACTIVITIES:**

- Hillel – Bearing Witness Program (We hear stories from Holocaust survivors)
- Current member of CAPE (Coalition of Asian Pacifics in Entertainment), an organization with networking and career-advancing events
- Video Production Committee, 2<sup>nd</sup> Assistant Director for *Misfortune Aplenty*
- Participate in the production of a student-produced film at UCLA each academic quarter