John J. Smith
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801.555.1234
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June 5, 2011

Mr. Kyle Jackson
Personnel Director
Summit Business Media
7190 Industrial Road
Florence, KY 41042

Dear Mr. Jackson:

I have the skills and potential to fill the Graphic Designer position that you advertised for on TalentZoo.com.

I will receive my B.S. in Graphic Arts from Stevens-Henager College next month. As part of my curriculum, I have worked with Adobe programs such as InDesign, Photoshop, and Illustrator. I have also acquired a strong foundation in areas such as logo, website, and advertising design. My work as a graphic design intern has reinforced skills obtained throughout my education, as well as provided me with an in-depth understanding of designing and implementing visual communication materials.

To further support your base requirements, I would bring an enthusiastic and energetic approach to this position. I take direction well, but am also capable of working independently. I am very passionate about design and am able to execute projects from conception to completion.

My resume is enclosed for your consideration. I know that I would be an asset to your team and would very much appreciate the opportunity to discuss how my education, experience, and creativity could contribute to Summit Business Media. I will contact you next week to confirm receipt of my resume.

Thank you for your time and consideration.

Sincerely,

John J. Smith

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