

Sample Student

Palatine, IL 60067 | 815-555-5100 | samplestudent@gmail.com
www.linkedin.com/in/samplestudent
www.samplestudent.com

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Hiring Manager
JL Graphics, Inc.
1200 Algonquin Road
Palatine, IL 60067

Dear Hiring Manager,

I am interested in the **Graphic Designer** position at JL Graphics, Inc. that is posted on Harper College's job posting website. My creativity and knowledge of producing graphic and visual art materials allow me to make a positive contribution to your mission of crafting compelling visual narratives for your clients.

As outlined on my resume, I have completed certificates in Graphic Arts Design, Graphic Arts Desktop Publishing, and Graphic Arts Web Design. I am also in the process of completing an Associate in Applied Science, Graphic Arts Design and Technology Degree. My additional qualifications include:

- Highly proficient in Adobe Creative Suite including Illustrator, InDesign, Photoshop and Acrobat, and iPhoto and Microsoft Office Suite
- Strong understanding of color theory and color matching
- Excellent problem solving, attention to detail and time management skills
- Ability to manage multiple tasks, meet deadlines, and adapt to changing priorities
- Experience working collaboratively in a team environment as well as independently

I welcome the opportunity to meet with you and share how I can contribute to your hard-working, dynamic team that values collaboration. Please contact me at your convenience if I can provide any additional information about my qualifications or to answer any questions. Thank you for your time and consideration.

Sincerely,

Sample Student