

## Sample Student

Palatine, IL 60067

815-555-5100

[samplestudent@gmail.com](mailto:samplestudent@gmail.com)

[www.linkedin.com/in/samplestudent](http://www.linkedin.com/in/samplestudent)

[www.samplestudentdesign.com](http://www.samplestudentdesign.com)

September 3, 20xx

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. I would welcome the opportunity to use my skills and experience to contribute to the creative work of your company.

The attached resume details my professional experience and skills; however I would like to highlight the following qualifications that meet the needs of this position:

- Highly proficient in Adobe Creative Suite including Illustrator, InDesign, Photoshop and Acrobat, and iPhoto and Microsoft Office Suite
- Experienced in creating designs for the web, email, display advertising and print
- Possess a high level of creativity and organization while working under pressure in a fast-paced environment

I look forward to an opportunity to discuss this position with you in person. 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