

Adam Garcia

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September 3, 20xx

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

Dear Hiring Manager,

I am interested in applying for the position of **Graphic Designer** at JL Graphics, Inc. that was 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,

Adam Garcia