

November 13, 2008

Gene Campbell, Creative Director
Expert Graphics, Inc.
40108 Laurel Way
Millersville, KS 21399

RE: Web and Graphic Designer position

Dear Mr. Campbell,

If you like to hire top-notch designers who love what they do then I'm the perfect candidate for your Web and Graphic Designer position.

In my current position as a Web and Graphic Designer and Instructor, I'm involved in the continuous study and application of Web design and usability. I design CSS-based Web sites, Flash Web banners, and a variety of print materials using the Adobe Creative Suite. According to your online advertisement, you are seeking a Web and Graphic Designer with these qualifications. Below, some of the key areas in which I excel are listed.

Design: I'm skilled in both traditional artistic illustration and design technology. I possess a deep understanding of Web and graphic design programs—how each program interrelates in the total design process. I'm creative and not afraid to push boundaries when it comes to accomplishing a vision.

Service: I have a natural ability for establishing rapport with customers, and for building positive, long-term working partnerships.

Approach to Work: I'm a team player, self-motivated, and a hard worker. As a strong believer in life-long learning, I'm excited about learning and working with the latest design technologies.

My resume is attached for your review. I look forward to discussing in greater detail how my talents and experience can benefit Expert Graphics, Inc.

Sincerely,

Michael Woods

Enclosure