

123 West 103rd Street
Chicago, Illinois 60655

March 29, 20XX

Creative Services Department
Hiring Manager
A.M. Beverages
1234 N. Main Street
Chicago, Illinois 60655

Dear Hiring Manager:

Please accept the attached resume in consideration for the Graphic Artist position that is currently posted on your website. I would be grateful for the chance to contribute my skills at A.M. Beverages, which has established itself as a wholesale beverage distribution leader throughout the Midwest.

As noted on my resume, I will soon earn a Bachelor of Arts in Graphic Design. In addition, my background includes several features that would enable me to make an immediate positive impact as a Graphic Artist, including:

- Experience as a Design Intern for a semester, during which I produced several marketing brochures, redesigned web pages, and brainstormed creative marketing ideas for a major convention center
- Design pieces that have been featured at exhibitions, in publications, and at competitions, including items that have garnered noteworthy awards
- Production of numerous pieces that demonstrate proficiency in software applications such as PhotoShop, Illustrator, PageMaker, Quark, JavaScript, and HTML
- Active involvement as a member of my college's Service Club, which has helped me to develop strong skills in communication, teamwork, multi-tasking, and problem solving in the process of organizing several large-scale community events each year

I would appreciate the opportunity to meet with you to discuss in detail how my qualifications might meet your needs. If you wish to arrange an interview, please feel free to contact me at 708-555-1111 or at aaronart02@mymail.sxu.edu. Thank you very much for your time and consideration.

Sincerely,

Aaron Art