Date

Ms. Grace Coolidge

Director of Human Resources

ABC Graphics

1234 Valley Drive

Minneapolis, MN 56316

Dear Ms. Coolidge:

It has come to my attention via the Indeed website that the position of Graphic Design Assistant has been made available with ABC Graphics. I possess the creative and technical skills outlined in the job description, and feel I would be an asset to your organization. I am very interested in pursuing this exciting opportunity.

Presently, I am enrolled at the Minneapolis College of Art and Design, and I expect to graduate in May of 2019. I have extensive training in computer graphics, electronic imaging, and production. I am skilled in Adobe Photoshop, Adobe Illustrator, and InDesign. While working in a team environment, I have created and developed logos, branding, and innovative marketing concepts. I feel this experience would be highly beneficial in the Creative Design Department at ABC Graphics.

I would appreciate the opportunity to meet with you to further discuss my background and qualifications. Thank you for taking the time to review my resume and consider my qualifications. I look forward to your response.

Sincerely,

Jessica Thompson

15 South 9th Street

Minneapolis, MN 55402 **(Address Optional)**

612-234-5678

jthompson@gmail.com

Enclosed: Resume