

Craig Kunce

304 Fourth Avenue South
La Crosse, Wisconsin 54602
(608) 555-3480

craigkunce@gmail.com
Portfolio: craigkunce.com

April 00, 0000

Mr. Alexander James
Art Director
Alexander James Art and Design
1234 WinCrest Drive
Pleasantville, MN 55601

Dear Mr. James,

Please consider me an applicant for your graphic design position. I was excited to learn of your opening on *Monster.com*, as your position fits my background, talents, and career goals. After reviewing your Web site, and researching your company and its products and services, I would consider it a privilege to work with you and your team.

I am a recent graduate of the Graphic Design program at Western Technical College. There, and as a freelance designer, I have gained valuable experience designing advertising and marketing material including brochures, logos, posters, advertisements, product packaging, Web sites, and booklets. I am proficient with industry-standard design software including Photoshop, Illustrator, InDesign, Quark, Dreamweaver, and Flash. I also have a working knowledge of preflighting files, prepress and the offset printing process.

I take great pride in the design work I create and always strive to deliver an effective, focused, and on-target product that fits my clients needs and goals. I am a creative, reliable, hard-working designer who can work well in a collaborative team environment or individually. I work well with clients and consider myself a strong communicator, presenter, and listener. My career goals are to continue to learn and grow as a graphic designer while utilizing my creativity, knowledge, education and people skills to benefit my employer.

I look forward to meeting with you to further discuss my qualifications, goals and portfolio of sample work. I will call your office next week to arrange a time to meet.

Thank you for your time and consideration.

Sincerely,

Craig Kunce

Enclosure: Resume and Color Samples