

**Craig Kunce**

(608) 555-1234  
craigkunce@gmail.com  
Portfolio: craigkunce.com

Contact Information (branded header)

Your page design should match your resume and references

April 00, 0000

Date

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

Name  
Title  
Company  
Address

Don't over-design or clutter your page

Title (Mr., Mrs., Dr.)

Dear Mr. James,

Reason for the letter

Please consider me an applicant for your graphic design position. I am excited to learn of your opening on *indeed.com*. Your position fits my experience, talents, and career goals. I've researched your company's website and catalog. They've provided a good understanding of your products and services. (or-Being a customer of yours for ten years, I enjoy your products and feel I know your company well.) Joining your team would be a privilege.

Hard Skills, Experience, Knowledge & Education.

I am a graduate of the graphic design program at Western Technical College. I have valuable experience designing advertising and marketing material. My design experience includes logos, packaging, advertisements, brochures, websites, posters, and booklets. I am proficient with Photoshop, Illustrator, InDesign, and Acrobat. I also have experience with HTML, CSS, Dreamweaver, and Animate. As a freelance designer, I have created logos, brochures, websites, and newsletters.

Soft skills, personal goals, excitement and enthusiasm

I take great pride in the design work I create. My goal is to always deliver an effective, focused, and on-target product that fits my client's needs and objectives. I am a creative, reliable, and hard-working designer. Sharing ideas and collaborating in a team environment are a natural fit. When needed, I can take the ball and run with it with little supervision. I work well with clients and am a strong communicator, presenter, and listener. My career goals are to continue to learn and grow as a graphic designer. I want to work with a company that will utilize my creativity, knowledge, and people skills.

Enthusiasm, ACTION LINE, state next step

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

Thank you for your time and consideration.  
Sincerely,

Use wide margins at least .75"

I prefer a black and white letter, but some color is okay

Signature, blue or black ink

Craig Kunce

Enclosure: Resume and Color Samples