

JENNIFER GEORGE

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June 30, 2003

Hiring Agent, Title
Company Name
Address

Dear Hiring Manager:

Your posting for a [position title] caught my attention as it seems an ideal match for my experience and talents. As an accomplished graphic designer with a broad range of industry experience, I believe I am someone who will be an asset to your company. With strong creative instincts and a proven record in producing visual designs and written copy that sell products, I would like to explore the possibility of putting my skills and experience to work for you.

As you can see from my enclosed résumé, my career encompasses roles in marketing, advertising, sales and management. An award-winning graphic designer, I am also well-versed in managing all aspects of client projects to successful completion. Key to my success, the depth of my creative talents is fully matched by a disciplined focus on achieving outstanding results. Therefore, I am someone who consistently delivers top-quality projects no matter what the challenge.

Among my other strengths, I have solid sales instincts and have been successful in cultivating long-term relationships with key clients. With a strong customer-focus, I often earn the repeat business of clients. Persuasive, self-confident, and effective, I have proven to be a respected and valued employee in the past. With a record of success behind me, I am confident that I will be an asset to you as well.

I would be pleased to have the opportunity to discuss future employment and look forward to speaking with you. Feel free to contact me at the address and phone number listed above.

Thank you for your consideration.

Sincerely,

Jennifer George

Enclosure
