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IAP career college
511 Wilkinson St.
Chelsea, MI 48118

Dear Hiring Manager,

I have read your advertisement for a Book Designer with great interest. I believe my skills and qualifications match your requirements for this position, which I am confident that I can offer to your organization.

My key duties and responsibilities include, among others, the following:

- Working with different types of media including, Adobe CS 5 & 6 Suite and photography
- Estimating the amount of time needed to complete projects
- Work intensively with Adobe InDesign

As noted on the enclosed resume, I am comfortable with Mac OSX as well as Windows. Moreover, I have a strong experience of branding, layout, color and typography for both digital and print media.

I am positive that my sharp eye for detail and quick thinking make me a good candidate for this Graphic Designing position. Please feel free to contact me at the number above to talk more in details about my skills and experience to benefit your company.

Thank you for your consideration. I look forward to meeting with you soon.

Sincerely,

Crystal Gordon

Enclosure Resume