

To: Jim Joseph < jim.joseph@cohnwolfe.com >

Subject: Junior PowerPoint Designer Position

Attachment: apsilva_resume.pdf

Dear Mr. Joseph,

I have learned from the job board, Monster.com that the company is searching for a Junior PowerPoint Designer position and I'm interested in applying. The position interests me because I know I have the skills necessary to be an appropriate candidate for the job.

The courses I've taken at New York City College of Technology, such as the ones stated on my résumé, have allowed me to demonstrate the abilities to manage multiple projects at one time, as well as develop an aesthetic to good composition and typography. For example, by having several design-oriented courses in one semester, each having their own projects and separate demands, I managed these projects by determining which deadlines came first. I then organized my work in such a way that everything would get done on time without sacrificing quality, usually by sticking to schedules that allowed me to appropriately distribute my efforts to the multiple projects.

In my Information Design course, an exhibit design project demonstrated my abilities in composition and typography. I designed the logo, determined a color palette, and combined images and text to create dynamic text panels and a reader rail. I prepared the files to be viewed in PDF slide form, as well as created a 3D mockup for presentation.

I would appreciate the opportunity for an interview at any time of convenience. Please call me any weekday at my cell, 646-595-5655, or email me at this email. Thank you for your time.

Sincerely,

Ashley P. Silva