



Mandy Mei  
532 Senator Street  
Brooklyn, NY 11220  
  
(917) 291 - 5561  
hello@mandymeimei.com

September 24, 2014

Mr. Michael Jones  
General Assembly Inc.  
902 Broadway, 4th Floor  
New York, NY 10010

Dear Mr. Jones:

I'm writing to express my interest in the Junior Designer position at General Assembly. After thorough research on the company and talking to various programs' alumni, I believe I am a great candidate. I previously had experience in both print and web production in different areas. Thus, I will quickly adapt and learn the branding, mission and work in a creative environment. Overall, this position fits my area of interest, skills, and career goals.

My duties as a designer included, but not limited to concept development, wire framing, web mockups, project management, print production, brand identity, advertising, information graphics, 2D animation, and event photography. I have worked closely with both art directors and other junior designers as a team to create the best user experience for products. Currently, I am in the process of creating recruitment manuals and guidebooks at my job at Faculty Commons at City Tech as well as train new design interns.

I look forward to discussing my qualifications further and can be contacted by email at hello@mandymeimei.com or by phone at 917-291-5561. Thank you.

Sincerely,

Mandy Mei  
Enclosure: Resume