

March 12, 2020
Wen Zhou
3.1 Philip Lim

Dear Mrs. Zhou,

I am writing to express my interest in the position for the freelance design assistant position with your organization. I am very confident that my skills and educational background would be a good match. I am an extremely creative designer with extensive experience in original and authentic design sketches for urban and ethnic trend setting. I have a keen eye for detail while facilitating all aspects of desired color and style of clothing design operations. I have spent the last couple of years pursuing my field in the design and retail industry.

I am co-owner of Good Times Collection; a New York based clothing line. As co-owner I am responsible for developing new marketing techniques for brand awareness, designing and implementing new designs, sourcing garments for retail, keeping inventory, shipping/delivering merchandise, networking on social media, etc. I have the ability to work as a team and be flexible while adapting to change. I am currently pursuing my Baccalaureate Degree in Fashion at New York City College of Technology, City University of New York. I am in my senior year; my expected date of graduation is in the fall of this year.

Prior my Baccalaureate, I obtained an Associates of Business Administration from Borough of Manhattan Community College. My Associates curriculum was primarily based on advertising, marketing, brand management, etc. I also have prior knowledge of computer software applications that are not limited to Microsoft Word and Excel. My industry experience includes interning at The Vanity Room, where I am a production intern in charge of keeping inventory, sourcing trims, assisting in sales meetings, costing, and quality controlling garments. I am actively pursuing a freelance design assistant position in an operational environment that will effectively utilize my organically inclined design sense.

As you can see from my attached resume, I have extensive background in clothing design. I hope that you will consider me for a position and I look forward to meeting you to discuss my abilities. I can be reached at the phone number and email address provided in my resume. Thank you for your consideration, have a wonderful day.

Sincerely,

Stefon Davis