
KELLIE PORTER

02/23/2017

Recipient Name
Title
Company
Address
City, ST ZIP Code

Dear Ms. Gretel M,

I'm writing this letter to you about the position that was offered for a new member on your team as a Graphic/Web Designer. I am writing this letter to show the members of your team why I am the best fit for the position. The Creative Group is a formal agency that is looking for local talent for its best clients. Begin born and raised in New York City; I have a leg ahead of others interested in the position. Looking at the requirements for some of the jobs open, I believe I have some work to do. There are a couple of jobs listed for this agency and the main issues I see for myself is that amount of work experience needed. The jobs listed by this agency and many of the others posted called for at least 4 years of experience.

This agency is based in hiring freelance designers and sending them to companies that need their skills. The Creative Group is able to send freelancers to many different companies and agencies that a highly credited as well. This agency has benefits of working with top clients in need of designers, an online training program, career resources and work benefits including recommend salaries. While it seems that the environment is manly online, there are several physical locations in the area including two in New York City and one in New Jersey. My physical location would allow me to be able to be an online representative as well as a physical one.

My last four years have been a combination of education and experience. I'm in my last year at New York City College Of Technology. I will be graduating with my Bachelors of Technology in Communications Design in 2015. My focus has also been on web design and web development. These are two areas that I see your company is looking for applicants in. I have the abilities and the talent to match the level that is produced at the Creative Group. I also have experience with customer interactions. I have interned at a packaging design agency called Color By Number 123. This agency covered everything from printing and screening to building comps and model making. My time at this agency showed me the importance of good communication skills, leadership and understanding your client. I have provided my resume along with this letter. I hope that both of these documents are enough to show my excitement to work alongside this company in time.

Sincerely,

Kellie Porter