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Michelle Harris
Human Resources
New York City College of Technology
300 Jay Street, Room N321
Brooklyn, NY 11201

Dear Ms. Harris:

Lloyd Carr, the Graphic Arts Program Director, informed me that there is a full-time faculty position available at New York City College of Technology. I believe that my industry and teaching experience make me the ideal candidate for this position.

During my sixteen-year career, I have been involved in all aspects of magazine production, using both conventional and digital methods. In my current position as Quality and Technology manager for *U.S. News & World Report*, I planned and managed the magazine's transition to Computer-to-Plate technology. As part of this project, I was responsible for teaching staff programs such as Adobe Acrobat, Enfocus Pitstop and Quark Xpress. I also coordinated the establishment of an in-house prepress facility in the Washington D.C. office. I understand how to utilize the leading production software packages to create pages that look good on paper, as well as on the computer screen, and work closely with artists, photo editors and printers to ensure quality standards are maintained.

For three semesters, I have taught GA732, the Digital Preflight course for the Advertising Design and Graphics Arts program at the college, receiving very positive evaluations from the students. The course provided training in the theory of printing, as well as a hands-on experience with the latest prepress software. I found my work with New York City College of Technology students to be very rewarding.

Throughout my career, I have been involved in educating industry colleagues in print technologies. As a committee member of the Digital Distribution of Advertising for Publications (DDAP), I worked for the acceptance of standards for the efficient exchange of digital advertising. Because of my efforts with Computer-to-Plate and the DDAP, I was named to *Folio* magazine's 2001 "Folio 40," a group of publishing professionals who have made significant contributions to the industry.

Enclosed is my resume. I look forward to hearing from you.

Sincerely,

Tanya Goetz