

To Whom It May Concern,

I am applying for the Graphic Designer position you have advertised. I have recently completed an Associate of Science in Graphic Design from the Art Institute of Pittsburgh and I am very interested in a position with your organization.

The courses I have completed at the Art Institute have allowed me to gain the needed experience to become an accomplished designer. I have produced many successful design solutions for various mediums (websites, documents, marketing, brochures, etc.) which you can view in my portfolio. I have thorough knowledge and experience with programs included in Adobe Design Premium CS5.5 such as Illustrator, Photoshop, InDesign and Dreamweaver.

My ability to multitask is only one of the strong assets I wish to add to your company. I have proven to be an effective leader with high organizational skills and dedication while employed at Jabil in Round Rock, Texas. I am passionate about projects, communicating brand initiatives and objectives in a clear manner, maintaining client relationships and producing unique design solutions as well. I am self-motivated, work well in groups or alone, and I am diligent in regards to time management in order to produce quality work efficiently.

I have enclosed my resume to summarize the qualifications and experience I possess. I am available for an interview at any time. An advanced notice would be greatly appreciated but not entirely necessary. I can begin work immediately and look forward to speaking more with you about becoming a valuable addition to your team. Thank you for your consideration.

Sincerely,

Steven W. Thomas

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Enclosed: Resume

Objective

Obtain employment as a Graphic Designer to increase personal creative talents, professional relationships and the opportunity to bring a fresh set of skills to the table

Skills

- Proficient in Adobe Design Premium CS5.5 programs, Microsoft Word, and typing (90wpm)
- Organized, creative, self-motivated, able to work well in groups or alone, a good communicator, dedicated and able to learn quickly
- Successful at multitasking, passionate about projects, communicating brand initiatives and objectives clearly, maintaining client relationships and producing unique design solutions

Education

Associate of Science in Graphic Design (June 2013)

- Graduated from the Art Institute of Pittsburgh – Online Division with a 3.87 GPA
- Proficient in the use of Windows and MAC operating systems
- Intermediate to expert skill level using Adobe Design Premium CS5.5 programs
- Knowledgeable and experienced in design principles, corporate identity, branding, typography, color, icon development, custom artwork, printed materials, web and multimedia design

General Educational Development (July 2008)

- Completed GED certifications as a top student

Employment History

Warehouse Operator (December 2004 - October 2006)

Jabil Global Services in Round Rock, Texas (Out of business)

Phone: (512) 610 – 1200 (<http://www.jabil.com/>)

- Responsible for maintaining the high standards of production set by Jabil Global Services, Inc., in all daily operations
- Obtained certifications for Disassembly, Reassembly, SCRAP, PIC, Polarizer, Clear-To-Build, TAB Bonding and Burn-In processes
- Advanced to temporary Line Lead for DFPD panel operations
- Increased productivity and quality of the DFPD line by 83% within 2 months

References

- Steve R. Thomas
IT Manager - Jabil Global Services, Inc.
Portales, New Mexico
(720) 838 - 0024
- Jerry W. Mullenix
Supervisor - Vic Davis Construction, Inc. (Retired)
Kingsport, Tennessee
(423) 349 - 8036
- Cory M. Munns
Manager - Walgreens
Redding, California
(530) 621 - 3398
- Patricia A. Morelock
Buyer - Eastman Chemical Company
Fall Branch, Tennessee
(423) 349 - 6141
- Pollie Griffin
Representative - Citi
Gray, Tennessee
(423) 773 - 2499