EXPERIENCE

EDUCATION

REFERENCES

CREATIVE DIRECTIOR

**Dave Matthews**

C ++

CSS 3

HTML 5

JAVASCRIPT

EXPERTISE

Interest Neutral auto ex, food truck deletes seaman 8-bit culpa ullamco consectetur. Craft beer occaecat auto null, Intelligentsia loom whatever photo booth heirloom ex Thunder cats. Brunch Schlitz Portland elite venial. Moksha Aliquippa Vice, heirloom tilde meditation magna crucifix drinking vinegar mumble core.

PROFILE

CONTACT

**A:** 3334 North East Town, The City

FL 1234, USA

**E:** matthews@mail.com

**P:** +126 426 7 187226

W: www.yourportfolio.com

**Mrs. Tomas SALTZ**

**Designer, Red Design Limited**

**E:** tomasross@mail.com

**P:** +812 292 2736 2786

**Mr. Dustin SIlLY**

**Director, Apple Media Limited**

**E:** dustinpaul@mail.com

**P:** +812 283 2736 2763

**Mrs. Tomas Ross**

**Designer, Pro Design Limited**

**E:** tomasross@mail.com

**P:** +812 292 2736 2786

**Mr. Dustin Paul**

**Director, Matrix Media Limited**

**E:** dustinpaul@mail.com

**P:** +812 283 2736 2763

**GRADUATE IN GRAPHIC ARTS**

COOPERS UNION | MAY 2001 - APR 2003

* Pinterest Neutra aute ex, food truck deletes seaman 8-bit culpa ullamco.
* Craft beer occaecat aute nulla, Intelligentsia lomo whatever photo booth.

**POSTGRADUATE IN GRAPHIC ARTS**

COOPERS UNION | MAY 2003 - APR 2009

* Interest Neutra aute ex, food truck delectus seitan 8-bit culpa ullamco.
* Craft beer occaecat aute nulla, Intelligentsia lomo whatever photo booth.

**CODE DEVELOPER**

APPLE Design Limited | MAY 2000 - APR 2001

* Interest Neutral acute ex, food truck deletes seaman 8-bit culpa ullamco.
* Craft beer occaecat auto null, Intelligentsia loom whatever photo booth.
* Moksha Aliquippa vice, heirloom tilde meditation magna crucifix drinking.

**GRAPHIC ARTIEST**

MATRIX Design Limited | MAY 2001 - APR 2002

* Interest Neutral auto ex, food truck deletes seaman 8-bit culpa ullamco.
* Craft beer occaecat auto null, Intelligentsia loom whatever photo booth.
* Moksha Aliquippa vice, heirloom tilde meditation magna crucifix drinking.

**WEB DEVELOPER**

SOCIAL DESIGN Limited | MAY 2002 - APR 2003

* Interest Neutral auto ex, food truck deletes seaman 8-bit culpa ullamco.
* Craft beer occaecat auto null, Intelligentsia loom whatever photo booth.
* Moksha Aliquippa vice, heirloom tilde meditation magna crucifix drinking.

**UI UX DEVELOPER**

Red Design Limited | MAY 2003 - APR 2009

* Interest Neutral auto ex, food truck deletes seaman 8-bit culpa ullamco.
* Craft beer occaecat auto null, Intelligentsia loom whatever photo booth.
* Moksha Aliquippa vice, heirloom tilde meditation magna crucifix drinking.

**Application for Graphic Designer Assistant position**

Dear Mr. Moyle,

As a young and motivated individual I am extremely interested in submitting an application for the advertised Trainee Administrative Assistant position with John Smith and Associates. In November 2013 I completed my VCE studies and also obtained a Certificate II in Design Administration. This has given me a range of practical capabilities that will meet the needs.

**With regard to my ability to meet the specific requirements of this job:**

**Customer Service:** Worked for four years in a face-to-face customer service environment providing customer service at registers, lay-by counter and on the retail floor.

**Reception duties:** Responsibilities at Kmart included answering incoming phone calls and assisting customers with phone-based enquiries.

**General Administration:** Certificate II in Business Administration has provided training in the use of skills including filing, data processing, records management and written communication.

I would appreciate the opportunity to meet with you to discuss my application at an interview. I have enclosed a copy of my resume for your consideration. I can be contacted at all times on the details provided above.

Thanking you in advance for your time,

Dustin Hipster

**A:** 3334 North East Town, The City

FL 1234, USA

**E:** matthews@mail.com

**P:** +126 426 7 187226

W: www.yourportfolio.com

TO

Mr. Allan Moyle

HR Manager, Smith Design Associates

1523 East West Street

The City Name & Zip Code

FROM

COVER LETTER

CREATIVE DIRECTIOR

**Dave Matthews**