

02.11.2023

Hayleys PLC
400 Deans Road,
Colombo 10.

Dear Sir/Madam,

This letter is written in response to your recent posting for Graphic Designer. Having a job opportunity in your company the most interested and a great pleasure. Please accept my resume which will give you detail information about my educational background and work experiences.

I have completed Higher Diploma in Business Accounting from the University of Kelaniya. And, I have been following Bachelors of Information Technology (BIT) Degree Programme in University of Colombo and ICT NVQ level 5 from Vocational Training Authority.

Currently, I am working as a Technical Assistant and Graphic Designer in Public Information Division of the Open University of Sri Lanka. By now, under my occupation I have responsible for designing promotional materials such as Banners, Flyers, Posts, Newspaper Advertisements, Prospectus, Brochures, Leaflets, Logos and the whole Degree Programme booklet under the request of the faculties.

I am well qualified with the Photoshop and Illustrator software. I have responsible at university web site with partly access for developing official web site. We use 'WordPress' for doing that cause. And also, I can manage HTML, CSS, JAVA.

On this note, I would like to thank you for your time, and I look forward the opportunity to discuss the position further.

Sincerely,
Yashodha Hayumi

Two Non – referees

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