

Austin J Keener
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[Date]

Austin J Keener
[company name]
[address]
[city, state,zip]

I am writing to express my interest in [insert company job title] role at [company name]. My cumulative experience gained from the Art Institute of Atlanta, Georgia Tech Boot Camp, freelance work, and customer service industry would make me an excellent fit for this role. The [talk about mission statement of company] appeals to me, as I am seeking an opportunity to apply my experience and grow with an organization that is [explain what part of their core values and mission statement fit myself]. With my [soft skills and hard skills], I am confident that I will quickly surpass your expectations for this role.

When [person or website who recommended I apply for this job] recommended that I apply for this role, I was [descriptive word about my feelings] to apply and learn more.

In my role as [name of role] at [organization or project I was working on], I was tasked with [quick summary of project]. As outlined in the [company's job title] job description, I leverage my background in [skill used during project or job] during this project. Through [quality or skill used during the job], I/the team was able to achieve [results of the project].

In closing, I am [adjective] at the possibility of being involved in [company name] as a [job title]. I would jump at the opportunity to meet with you and discuss the value that I can bring to [keyword from job description or company name] through my [list of two through three skills] skills. My number is [xxx-xxx-xxxx] and my email is [email address]. I appreciate your consideration and look forward to hearing from you.

Regards,
Austin J Keener

Austin J Keener

Customer Service - Graphic Design - Web Development

Atlanta, Georgia 30339 | 404.660.8629 | austingraphicandweb@gmail.com |
Github: @austingraphicandweb

PROFESSIONAL PROFILE

Experienced in the Customer Service Industry as well as in graphic design and web development. Able to analyze problems and effectively work independently or with a team to complete projects thoroughly and on time.

Core Strengths and Areas of Expertise Include:

- Customer Service
- Graphic Design
- Web Development (html, css, javascript, jquery)
- Content implementation
- Creative Problem Solving
- Organization
- Collaboration
- Wireframes
- Creative briefs
- Teamwork
- Independent work
- Freelance work
- Moodboards

Interests

Graphic Arts, Illustration, Drawing, Web design, Web Development

EDUCATION

Art Institute of Atlanta - AA Majoring in Graphic and Web Design
Graphic and Web Design
Atlanta, Georgia 2018-2020

- I have working knowledge in package design, product design, drawing, web design, web development, layout design, typography, illustration, and image manipulation.

Johnson Ferry Christian Academy - 2012

- Highschool Diploma

CAREER PROGRESSION

Postmates

Delivery Driver (January 2019-December 2019)

- Over 350 deliveries for this company have been made. I worked in Buckhead, Marietta, Atlanta, Roswell, Sandy Springs, Midtown, and other surrounding counties of Metro Atlanta.

Service Valet

Nalley Infiniti
2018

Marietta, GA

- Helped navigate clients through the vehicle service process.
- Escorted customers to desired locations during car service.
- 6% overall sales increase over an interval of a few months while working with the service team.
- Service bay valet.
- Car Wash.

Intake Specialist

The Keener Law Firm
2012- 2016

Marietta, GA

- Assisted with online marketing and public relations.
- Designed marketing brochures.
- Compiled data to expand customer database.
- Ensured accurate customer data entry.
- Analyzed client base to expand services provided by the firm.

Restaurant Valet

AmeriPark
2012-2016

Atlanta, GA

- Parking cars at restaurants.
- Parking cars at events.
- Organized cars in a shopping center parking lot.
- Ensured parking security.

Sales

YourServe Tennis
GA 2010-2011

Marietta,

- Sales floor helping customers.
- Stringing customers Racquets.
- Point of Sale (POS) operation.