



# Matthew Daley

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[Date]

Ed Boretz  
Hiring Manager  
Graphic Design Inc.  
123 Corporate Blvd.  
San Diego, CA 92114

Dear Mr. Boretz:

Thank you for taking the time to review my resume and portfolio in regards to the graphic designer position. After perusing your requirements I feel that my qualifications and work experience perfectly match your needs. Currently, I am working towards my Associate's Degree in Graphic Design and soon after will hold a Bachelor's Degree in Web Design. I am well versed in different areas of design and have successfully designed solutions for print media and websites. As my portfolio demonstrates clearly, my fluency in software includes the following: Adobe Photoshop, Adobe InDesign, Adobe Illustrator, and Adobe Acrobat Professional. Good communication and listening skills are paramount for a graphic designer, and I am proud of my verbal and written communication skills. A team player to the core, but I am also at complete ease when working alone. Attached is a copy of my resume as well as the link to my online portfolio for your reference. Thank you for reviewing my qualifications. I look forward to meeting with you in person to go into more depth.

Sincerely,  
Matthew Daley