



Matthew Daley

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(224) 436-4721

[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



Matthew Daley

Graphic Designer

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Career Objective

Creative professional with experience in designing layouts for promotional materials and drawing illustrations seeking a Graphic Designer position that presents growth and challenge.

Education

Platt College San Diego

- Associate of Applied Science Degree: Digital Media Design.
Expected: May 2016
- Bachelor of Science Degree: Media Arts– Web Design.
Expected: November 2017

United States Navy

- Aviation Electronics Technician
August 2008– August 2012

Personal Trainer

- Certificate in Personal Training from Penn Foster.

Experience

Freelance Graphic and Web Design for IBFitness

- Retail advertising design and layout.
- T-Shirt design.
- Poster design.
- Design and maintenance of company website.

Freelancing for Heywood Hospital Aid Association

- Advertising design and layout.

Volunteer for American Foundation of Suicide Prevention

- Fundraising activities and event spokesperson.

United States Navy

- Responsible for maintenance of communication, navigation and radar equipment.
- Management of personnel and maintenance equipment.
- Held and maintained a Secret Security Clearance.

Skills

Adobe InDesign

- Digital tablet publishing.
- Multiple page document construction.
- Style sheets.

Adobe Illustrator

- Bezier curve construction.
- 3D vector graphics.

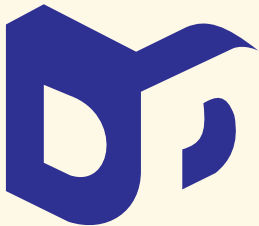
Adobe Photoshop

- Layer masks
- Layer styles
- Camera raw editing
- Color correction

Basic HTML and CSS

Interests

Art and music, snowboarding, traveling, volunteering, and fitness.



DALEYDESIGN

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