

Duke Ellington

12 Main Street | 917846 New York | +1 234 56789 | duke@wellington.com

28.05.2020

John Doe
Manager
Cool Company
12 Another Street
91783 New York

Dear John:

If you're ready to write, just select this tip text and start typing to replace it with your own. Don't include space to the right or left of the characters in your selection.

Apply any text formatting you see in this letter with just a click from the Home tab, in the Styles group.

Wondering what to include in your cover letter? It's a good idea to include key points about why you're a great fit for the company and the best choice for the specific job. Of course, don't forget to ask for the interview—but keep it brief! A cover letter shouldn't read like a novel, no matter how great a plot you've got.

Sincerely,

Duke

DUKE ELLINGTON

ART DIRECTOR

Phone : (555) 555-5555

Email : dukeellington@mail.com

Home : 1236, Ash Street Richard TX 75081

Objective

My objective is that it has a more-or-less normal distribution. Many desktop publishing packages page. Many desktop publishing packages. It is a long established fact that a reader will be distracted by the readable content of a page when looking at its layout. The point of using Lorem Ipsum is that it has a more-or-less normal distribution. Many desktop publishing packages page. Many desktop publishing packages.

Experience

WEB ART DIRECTOR

March 2012 - Present

Matrix Media Limited, NY

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PRINT ART DIRECTOR

March 2010 - April 2012

Social Media Limited, LA

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WEB UI/UX DEVELOPER

June 2008 - April 2010

Rollin Design Limited, NY

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PRINT & DESKTOP PUBLISHER

May 2004 - April 2008

Matrix Media Limited, NY

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Education

POSTGRADUATE IN ART DESIGN

May 2002 - July 2004

Michigan State University, East Lansing

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GRADUATE IN ART DESIGN

May 2001 - July 2002

Michigan State University, East Lansing

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Skills

COMPUTER SKILLS

Design Softwares: Adobe Photoshop, InDesign, Dreamwaver & Illustrator, Cinema 4D, 3D MAXS
Research Tools: SPSS, Internet Explorer, Google Advanced Search, MS Excel, Access
Web-based Application: Blogger, Wordpress, HTML 5, CSS 3, JavaScript & GoToMeeting

PERSONAL QUALITIES

Team-Oriented: Collaborative, team-oriented attitude in most of the cases in all situation
Responsible: Professional responsibility and timeliness with deadlines in all situation
Creative: Consistently and effectively produce creative arts & designs and think out of the box

PROFESSIONAL QUALITIES

Effective communication: Listen to instructions and act on instructions with minimal guidance
Problem-solving: Making transactions, processing data, formulating a vision, and resolution
Diversity sensitivity: cultural sensitivity & ability to build rapport with others in a environment

Awards

- Senior consistently named to the Honor Roll, 2000-2004 Member of the National Honor
- Won Award at High School Science Fair Award, 2002 at the time of postgraduate
- Earned Excellence Award for Art Work (pen & ink drawings), 2008-2010
- Increased sales by \$5,000 during summer by helping clients in showroom.
- Faster Outstanding Student Scholarship 2007 at the time of postgraduate
- Copy Editor, Purdue University's student newspaper August 2005-December 2006

Involvements

- Coordinated a walk for breast cancer which raised more than \$2,00
- Designed a homepage and electronic mail distribution list for local club and increased member
- Coordinated and facilitated weekly meetings while managing a team of five researchers
- Promoted from sales associate to assistant manager within five months of initial hiring
- Organized system for welcoming newly arrived personnel and families to post.
- Planned and developed orientation programs for newly arrived personnel and families
- Assessed and responded to the needs and problems of American families within the Embassy

References

MR. DUSTIN PAUL
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Phone: +812 283 2736 2763

MR. JUSTIN WALTZ
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MRS. TOMAS ROSS
Designer, Matrix Media Limited
Email: tomasross@mail.com
Phone: +812 292 2736 2786

MR. JUSTIN SILLY
Director, Matrix Media Limited
Email: dustinsilly@mail.com
Phone: +812 283 2736 2763

Dear Mr Doe,

I am writing to warmly recommend Duke. They worked with us at BEST COMPANY in the best department and reported to me in my position as labeling assistant.

They were a highly valued member of the team and made a strong contribution during their time here. We put a premium on team players and Duke was a natural fit.

He displayed an eagerness to learn and a constructive attitude towards feedback. They quickly gained the respect and trust of colleagues and were praised for their reliability and collaborative spirit.

Duke has a passion for the job that had a positive impact across a number of projects. I would not hesitate to hire them again if the opportunity and the right role emerged. Their background and experience should be a good match for your position.

I am available and happy to discuss should you have any further questions. You can reach me at +1 234 56789.

Sincerely,
Jim