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## COVER LETTER

Greetings,

I am writing this letter in the interest of the current position offered. I certainly feel I am qualified to take on this roll. I would love to bring my skills and experiences to add value to your company. Hard work and great ethics are what I try to practice from my upbringing. Being a good listener and contributing my share to a team is what I think makes things tick in work environment.

My recent work is with The Carvajal Group firm in Austin since 2012. I have worked on brochures, flyers, web content, concepts, posters, signage, ads, and etc. My duties include taking real estate photography, post-editing pictures in Adobe Lightroom, design flyers using photos taken, and negotiating prices at print shops to deliver the final marketing materials. Web content updates for company websites are also one of my many tasks. I also have experience with office duties and data keeping for each project to keep an organized workflow. My knowledge of basic computer IT may also come in handy in certain times of need.

I hold a Bachelors of fine arts in Communication Design from Texas State University with a 3.7 GPA. If you wish to contact me, please contact me at my phone number (512)825-9661 or email at MinhStudios@gmail.com. My website can be viewed at [www.Minhstudios.com](http://www.Minhstudios.com). Thanks again.

Sincerely yours,



Minh Nguyen