Dear Sir/Madam,  
  
This letter is in anticipation of exploring employment opportunities with your company. I believe my background in arts, education and technology fulfills the requirements for a diverse set of role like promotional designer, graphic designer, web designer and more. I recently completed my Masters Degree in 'Computing in Education' from Teachers College, Columbia University. My future goal is to be in a leadership position in the field of creative design and media.  
  
With a professional working experience of 4+ years, I am proficient in QuarkXpress, Photoshop, Illustrator, Director, Flash , Power Point, MS Word and have excellent creative and artistic skills. I have previously held positions of responsibilities including assistant to Art Director, Graphic Artist/Photo Researcher, Print Graphic Designer.

In addition, I have a Bachelors Degree in English Literature and an Associates Degree in Visual Communications. I am excited in assisting others in their professional needs and would like to work for a dynamic institution where I can set long term goals for the success of the team.

Attached is my resume for your convenience. Looking forward to hear from you.

Sincerely,  
Debarati Basu