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Web Design (HTML, CSS)

Adobe Creative Suite CS5/6/CC

Microsoft® Office (Word, Excel...)



References available upon request.



COVER LETTER

Good day,

After having found your job posting on the website Indeed, I am forwarding you my candidacy for the position of Graphic Designer.

I have attached a copy of my resume to this application. You will see that I have gained work experience in project management, visual design and creating graphic elements for web sites. I specialize in creating internal and external communication tools (flyers, brochures, logos, promotional tools, ect). I have experience in working with others to brainstorm and come up with a variety of new ideas and concepts for designs. Because of this, I believe I have developed skills that could be beneficial to your business.

In addition, teamwork, leadership and interpersonal skills are innate abilities of my personality. I am capable of working with tight deadlines, in a fast paced environment and under pressure. Being well organized helps me to manage my time accordingly in those situations. I believe that my training and experience allow me to exercise, to your satisfaction, the responsibilities required of the position.

I hope that I will have the opportunity to meet with you and further discuss my acquired knowledge and the skills I possess which meet the requirements for the position.

My sincerest greetings, Vera Nedilsky