

Griffin Revis

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griffinrevis@att.net

1 May 2024

To Whomever It May Concern,

CEO, Company Name
126 Cherry Ln.
Rurual, ST 24533

Dear Ms/Mr. Reader,

I am excited to apply for the (JOB) position at (COMPANY). With a BA in Web Design and Development from UALR, a minor in Information Technology, and hands-on experience in both technical and customer-focused roles, I am confident in my ability to contribute to your team.

In my role as a fine dining server, I have learned strong interpersonal and problem-solving skills, ensuring exceptional service to guests in high-pressure environments. This experience sharpened my ability to communicate effectively, adapt to changing circumstances, and prioritize tasks—all of which translate seamlessly into collaborative and client-facing projects.

My technical expertise includes HTML5, CSS3, JavaScript, Node.js, and design tools such as Adobe Premiere Pro, Illustrator, InDesign, and Figma. Coupled with my skills in communication, organization, and critical thinking, I approach projects with creativity and a strong attention to detail.

I thrive in team-oriented environments and pride myself on being a hard worker with an outgoing personality. I am eager to bring my enthusiasm and dedication to (COMPANY) while continuing to grow as a Web Developer | IT Expert.

Thank you for considering my application. I look forward to the opportunity to discuss how my skills and experiences align with your team's goals. Please feel free to contact me at griffinrevis@att.net or 123.456.7890 to schedule a conversation.

Sincerely,

Griffin Revis