Lucy Applicant

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September 1, 20XX

Eric Lee

Media Director

Kansai Collaborative Arts

123 Business Rd.

Business City, NY 54321

Dear Mr. Lee:

I am writing to you to express interest in the graphic design position as advertised on Indeed.com. As a recent graduate with experience in 3-D animation software and the Adobe suite of software, I believe I am a strong candidate for a position at Kansai Collaborative Arts.

During my time at the University of Northern State, I was awarded the top prize in the student design competition for my version of an app that would allow students to learn Japanese characters on their own time.

In addition to graduating with a 3.75 GPA, I spent a semester at a university in Japan, and I have strong conversational skills in the Japanese language. I believe this would be an asset, as I know your studio does a lot of collaborations with major design studios in Japan.

Although I am a recent college graduate, my maturity, artistic skills, ability to work with others, and knowledge of the Japanese language and culture will make me an asset for your studio.

I have enclosed my resume and will email you within the next week to see if we can arrange a time to speak further. Thank you for your time and consideration.

Sincerely,

Lucy Applicant (signature hard copy letter)

Lucy Applicant