**Jeffery Johnson  
2079 Willow Greene Drive  
Montgomery, AL 36116  
(333)-963-XXXX  
[email]**

**Mar 11, 20XX**

**Ms. Ruth Muse  
WAND Corporation  
3799 Losh Lane  
Pittsburgh, PA 15219**

**Dear Ms. Muse,**

I am writing to apply for the Digital Designer position with WAND Corporation and my education and training matches the requirements listed in your posting.

I have a degree in fine arts and the skills to take sketches and drawings and turn them into 3-D models using a variety of techniques and computer software. I have two years of experience working with animation, which requires a lot of creativity to come up with designs that are unique and interesting.

When creating these animated designs, I used a variety of layouts and I gained extensive knowledge working with HTML, MS programs, Adobe Photoshop, InDesign and Illustrator. I also have a lot of experience working with digital cameras, printers and scanners and I performed basic office duties such as creating reports, filing and ordering design supplies.

I am self-motivated, hard working and have outstanding verbal and written skills with the ability to provide exceptional customer service for clients. I can communicate with the clients to determine exactly what they want in a design and relay this information to your design team.

I can help provide inspiration and motivate the team to push harder to achieve the very best designs and to stay on schedule. I can help give presentations, keep management updated and ensure that all projects are completed in a timely but efficient manner. I stay updated on all the latest trends and technology associated with digital designs and I look forward to meeting with you in person.

You can reach me by calling (333)-963-XXXX.

**Respectfully,**

**XYZ**