**2852 Jewell Road  
Minneapolis, MN 55417  
(123)-595-XXXX  
[email]**

**Ms. Shiela Stephens  
The Creative Group  
3544 Patterson Fork Road  
Chicago, IL 60606**

**Dear Ms. Shiela Stephens,**

I am writing to apply for the position of Motion Graphic Designer at The Creative Group.

I have a bachelor’s degree in graphic design with courses that included a variety of computer-based classes that focused on the use of computer-aided design software, creating videos, interactive media and video and audio editing procedures. Other courses that helped prepare me for this position include typographies, color and camera applications and lighting.

My experience includes four years of fieldwork as a video editing and motion graphics assistant for a leading film industry. My resume contains a portfolio with samples of my work that includes two and three dimensional animations and storyboards along with references from professionals that will attest to my credibility.

My personal skills include being creative and having the ability to use good judgment and make great decisions that will benefit production. It also includes being a great communicator with active listening skills and the ability to stay positive when receiving negative feedback. I also have the ability to stay focused and organized while working in this fast-paced environment, which can often be very stressful due to the tight deadlines.

My energetic and outgoing personality makes it easy to make that connection with other professionals in the field and I am very detail-oriented. I have a good understanding of the industry and strong business skills that include marketing, management and financial concerns.

You can contact me for an interview by calling (123)-595-XXXX and I am excited about the opportunity to possibly work for your company.

**Respectfully,**

**Signature**