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[date]

Mr Bradley Ferguson
Kale & Hart Publishers
220 Patterson Road
Sydney NSW 2000

Dear Mr Ferguson

Re: Graphic Designer position

I am writing in response to your advertisement for a Graphic Designer on seek.com.au.

I have recently completed a Bachelor of Visual Communication at the South Australian School of Arts and would like to make the best use of the skills developed during my university study.

In my current position at Crash Media, I started as a part-time junior designer and within 12 months was put in charge of the graphic design for two monthly magazines. In this position, I was able to apply the knowledge from my university studies in a work situation. I was responsible for layout, pre-press and the preparation of print files working closely with the senior editor, production staff and printers.

Over the past four years, I have become highly proficient in Adobe CS Suite on both Mac OSX and Windows XP. I am able to work under pressure to tight deadlines and ensure the work is produced at the highest level ? and while juggling full-time study. In particular, I have extensive experience designing magazine pages, advertisements, brochures and flyers.

I enjoy working in a creative team and have the ability to communicate with managers and colleagues alike as my referees can confirm. As such, I believe I can make a significant contribution to your publishing team.

My resume and some pdf samples of my work are attached. I can bring my complete portfolio to an interview and look forward to the opportunity to do so.

Yours sincerely

[sign here]

Rachael Smith