

Dawn Johnson

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Mr. Alex Smith
Director of Marketing
The Enterprise Group
345 Fulton Street
Rockford, IL 61103

Dear Mr. Smith:

I had a brief conversation with Jessica Consta, the personnel manager of your company, and she suggested that I contact you regarding your opening for a Graphic Designer. My current goal is to find an entry-level graphic design position in a marketing firm such as The Enterprise Group. I am specifically interested in The Enterprise Group because you offer both web site development and graphic design services to your clients. I am interested in both of these areas. I believe my background as an intern at KMK Media Group, partnered with my recent Associate of Applied Science in Graphic Design will make me an asset to your firm.

Additionally, during my time at Rock Valley College, I worked for the Director of Communications as a student worker. My experience in that position included updating the website and branding the Rock Valley College image through creating marketing pieces which are both experiences you are seeking in candidates. Furthermore, as a result of my position at Rock Valley College, I developed strong written and verbal communication skills.

I have enclosed my resume for your review. I look forward to hearing from you regarding an interview to further discuss my qualifications and this position. Thank you in advance for your consideration, and please feel free to contact me with any questions.

Sincerely,

Dawn Johnson

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Enclosure: Resume and References