

John Mathesin

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**COVER LETTER SAMPLE – Tools for Transition
MENTIONS REFERRAL FROM A COMPANY EMPLOYEE**

November 8, 2004

Mr. Bill Anderson
Creative Services Director
KABC-TV
238 Anywhere Street
Anywhere, CA 93901

RE: Graphic Artist job application

Dear Mr. Anderson:

Nancy Davis suggested that I submit my application for your open Graphic Artist position. I have a broad background in all phases of multimedia production. I am experienced with current graphic tools and technologies including Photoshop, Illustrator and After Effects.

My background includes work with a wide variety of clients with different creative needs. My collaborative style is well-suited for working with teams of people on time-sensitive projects. I understand how graphic design fits within an organization's sales and marketing efforts. I have conceptualized and developed tools in the past which have improved staff productivity and increased corporate revenue.

I am a hands-on professional with a particular interest in the news and information industries. Nancy has spoken highly of KABC-TV as an excellent place to work! I will contact you again in a few days to answer any questions and possibly schedule a time for an interview. Thank you for your consideration.

Best regards,

John Mathesin

Attached: Resume (2 pages)