



COVER LETTER

SAMPLES

May 1, 2007

Jain Malkin Inc.
Attn: Mary Anne Jones
5070 Santa Fe St Ste C
San Diego, CA 92109

Dear Ms. Jones:

If you are seeking a designer with experience in the Southern California market in health care, residential, and commercial design, I may be the person you are seeking to add to your team.

My experience at Arch-Interiors Design Group Inc. in Beverly Hills, has prepared me for similar projects within your firm such as designing for a plastic surgeon's office. This was a project that was still in works when my internship ended. I also have great confidence that my education with a FIDER accredited institution, that has given me the knowledge and technical skills to be of value to a company such as Jain Malkin Inc.

Therefore, I would be interested in speaking with you and other members of your firm about the possibility of design position with Jain Malkin Inc. I have enclosed my resume and a CD portfolio with some project samples. You will find that I have good computer CAD skills, excellent drawing and rendering skills with a creative flare for solving space issues. You will also see that I have experience working with Haworth office systems and furniture.

Thank you for taking the time to review my resume and CD portfolio. I would welcome the opportunity to show you more of my capabilities and discuss the opportunity of future employment with Jain Malkin.

Sincerely,

Lisa Marks

Enclosures

314 Fuller Ave SE
Apartment Upper
Grand Rapids, MI, 49506
(248) 882-3348

January 16, 2009

Dear Ms. Richardson:

Christine Brown, Director of Career and Professional Development at Kendall College, suggested that I forward my resume to you for future consideration. I'm very interested in interning in your Gallery when it opens this April. My experience as a gallery intern and subsequent promotion to Assistant to the Gallery Director provide the experience which expands into gallery management. My experience in the gallery and as an artist gave me the opportunity to discover my strengths and passion for this type of work.

Working closely with the university gallery director I learned the inner workings of a successful gallery. I had hands-on experience in organizing and hanging work of professional artists and student art exhibits, sometimes working directly with the artists themselves. I assisted in the research, editing, and production of texts and publications, and also and design of promotional flyers. It was my responsibility to maintain the exhibitions, collections, and artist files, to ensure professional presentation at all times. Amongst my other duties, I assisted with all art receptions, gallery talking tables, greeting visitors and serving refreshments. I also participated in juring incoming exhibitions and reviewed student proposals for exhibitions.

My other involvement in the arts included being the President of the Printmaking Club, Collective Pressure, and helping to organize fundraisers as well as participating in the Grand Rapids art community. I have an excellent work ethic and take pride in my work which will be confirmed by the Gallery Director with whom I worked.

I would like to thank you for reviewing my credentials. Please contact me. I would enjoy talking and perhaps collaborating with you on ideas for your new adventure for a Gallery in Greenville.

Sincerely,

Kirby Kendall

Date

Name

Title

Organization

Address

City, State, Zip Code

Dear Mr./Ms. Last Name,

The description you posted for photography studio assistant parallels my interests and qualifications perfectly.

With my background in Photoshop and lighting, I am confident that I would make a very successful and creative studio assistant. Having worked for the non-profit organization the UICA, managing the community dark room, and as a work study for the photo department at Kendall, I have been exposed to a number of aspects running a studio, customer service and demonstrates my capability of working with others through the creative process of production while meeting the challenges presented to me.

I would appreciate the opportunity to make a substantial contribution by exploring the opportunity to be your right-hand person during the preparations that go into opening the studio. I would appreciate to meet with you to further discuss my candidacy and will call next week to see if we might arrange a time to speak. Thank you for your time and consideration.

Sincerely,

Signature,

First Name Last Name

Date

Ms. JulieAnne Taylor
Art Director
The Creative Group
39 Mackes Ave.
Atlanta, GA 16789

Dear Ms. Taylor,

We live in a world where styles change constantly and fresh images are always in demand. Professionals in every field, especially graphic design, must be aware of these changes and possess the flexibility and imagination to stay ahead of the trends.

I know The Kaplan Group seeks only the brightest and most creative designers for its team. I also know that I have the training and ability it takes to produce compelling images for your web and print publications. My BFA degree in graphic design and my internship experiences have taught me how to bring ideas to life on time and under budget.

The enclosed resume elaborates on the details of my skills and experience. And the accompanying portfolio shows how I've turned ideas into reality.

I'd appreciate the chance to meet with you to discuss how I could be a vital part of your operation. You may reach me at the above telephone number or e-mail address.

Thank you for your consideration. I look forward to talking with you.

Sincerely,

Daniel Kendall