

Peter Smith

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Susan Crystal
HR Manager
General Electric
3200 West 29th Street
New York, NY, 10023
(212) 344-4352
susan.crystal@ge.com

RE: Job ID #3245

Dear Mrs. Crystal:

In May 2011 I will graduate from Boston College with a degree in Graphic Design. My strong work ethic is evident from the fact I have held professional positions concurrent with my academic studies, as well as a paid summer internship at Adobe Corporation. These experiences have enabled me to gain a realistic view of the demands and challenges of the business world. My qualifications for the position includes:

- Ability to develop graphics and layouts for product illustrations, company logos, and Internet websites.
- Knowledgeable in developing negatives and prints to produce layout photographs, using negative and print developing equipment and tools.
- Ability to produce still and animated graphics for on-air and taped portions of television news broadcasts, using electronic video equipment.
- Experience creating designs, concepts, and sample layouts based on knowledge of layout principles and esthetic design concepts.

I look forward to discussing possibilities to grow within your firm and am very excited about the opportunity to capitalize on my strong graphic design background. I am confident that I will make a positive contribution to your organization. Thank you for your time and consideration.

Sincerely,

Peter Smith

Enclosure: Resume