

October 1, 2008

Smart Match
1234 Innovative Boulevard
Creative, MO 65190

Mr. Norman Huff
Director of Personnel
3 D, Inc. - Graphics Division
789 Creative Avenue
Competition, MO 66209

Dear Mr. Huff:

Please consider this letter of application for employment within your publications division. Enclosed is a copy of my résumé for your review.

In May 2009 I will graduate from Avila University with a Bachelor of Arts in Communication. My emphasis has been advertising and public relations and I have minored in graphic design. Over the past few years I have held four different positions within your industry. My objective is to obtain a position within your firm that will allow me to utilize my graphic experience as well as my creative talents and strong background in writing. The research I have done indicates that 3 D, Inc. is a firm whose central philosophy is creative innovation. I share that philosophy and feel that my work and personal values are also consistent with those of your organization. As a creative, self-motivated, flexible, and detail-oriented team member, I am confident that I would prove to be an asset to your publications division. I would be pleased to have an opportunity to join _____.

Once you have reviewed my résumé, I would welcome the opportunity to visit with you by phone and meet with you in person. You may reach me at 816-501-0000 or through smartmatch@kc.rr.com. If I do not hear from you within the next seven to ten days, may I call to schedule an appointment? I look forward to discussing how my qualifications match your staffing needs.

Thank you for your consideration.

Sincerely,

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Enclosure.