

William Jones

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NAME
COMPANY
ADDRESS
CITY, STATE ZIP

Dear NAME:

I am interested in joining COMPANY as TITLE. The enclosed resume outlines my experience and achievements. I will be happy to provide references or further information at your request.

As my resume indicates, I am a multimedia designer who has created diverse digital products at a university for 10+ years. My duties have included web design, UI/UX testing, analytics/SEO, graphic design, and project management. Throughout my career and freelance work, I have produced creative designs that exceed business goals for digital marketing. I have also stayed current with new technology and market trends. This background has given me the ability to learn new roles quickly and make an immediate impact. I am confident that this combination of skills and experience will make me a valuable member of your team.

I offer you the following qualities:

- **Organization:** Manage time so deadlines are met while maintaining the highest standards for quality.
- **Creativity:** Proven ability to design graphics that catch the reader's eye without diluting business goals.
- **Personality:** Disciplined performer who focuses on results.

The summary given in this letter and my resume cannot fully communicate my potential contribution. I would appreciate the opportunity to speak with you personally and answer your questions.

Thank you for your consideration.

Sincerely,

William Jones