

## Lucy Applicant

123 Main Street, Anytown, CA 12345 · 555-555-5555 · lucy.applicant@email.com

September 1, 2018

Eric Lee  
Media Director  
Kansai Collaborative Arts  
123 Business Rd.  
Business City, NY 54321

Dear Mr. Lee:

I am writing to you to express interest in the graphic design position as advertised on Indeed.com. As a recent graduate with experience in 3-D animation software and the Adobe suite of software, I believe I am a strong candidate for a position at Kansai Collaborative Arts.

During my time at the University of Northern State, I was awarded the top prize in the student design competition for my version of an app that would allow students to learn Japanese characters on their own time.

In addition to graduating with a 3.75 GPA, I spent a semester at a university in Japan, and I have strong conversational skills in the Japanese language. I believe this would be an asset, as I know your studio does a lot of collaborations with major design studios in Japan.

Although I am a recent college graduate, my maturity, artistic skills, ability to work with others, and knowledge of the Japanese language and culture will make me an asset for your studio.

I have enclosed my resume and will email you within the next week to see if we can arrange a time to speak further. Thank you for your time and consideration.

Sincerely,

Lucy Applicant (signature hard copy letter)

Lucy Applicant

## Karl Jones

123 Main Street, Anytown, CA 12345 · 555-555-5555 · karl.jones@email.com

September 1, 2018

Aaron Lee  
Director  
Acme Communications  
123 Business Rd.  
Business City, NY 54321

Dear Mr. Lee,

I am writing to apply for the position of Media Relations Assistant Manager, which I saw advertised on MediaJobs.com. Acme Communications is a fast-moving global institution and an outstanding communications pioneer, now poised to guide the direction of print journalism. I believe that my extensive experience in media makes me an ideal candidate for this position at your company.

As a recent graduate of the State University, I have a significant background in media. As a media major, I held multiple internships, including Media Relations Coordinator Intern at XYZ Company. I also served as president of the Media and Marketing Club at school. We successfully developed and pitched an advertisement campaign for a local nonprofit, which helped increase donations to the nonprofit by 22 percent.

You state in your job listing that you are looking for someone with strong writing skills and an attention to detail. Throughout all four years of college, I worked part-time as a copy editor for an online journal. This job required great attention to detail in writing and editing. I would love to bring my editing skills to a position with your company.

These strengths, combined with deep and varied academic, internship, and employment experience, have prepared me to make a strong and immediate impact at Acme Communications.

I am excited about the opportunity to join the Acme Communications team as it moves to the center of the print media conversation. Thank you for your time and consideration.

Sincerely,

Karl Jones (signature hard copy letter)

Karl Jones