

November 10, 2003

Constance Lee Sketching
Intern Supervisor, Graphic Arts Department
Media Concepts
1122 Main Street
Minneapolis, MN 55410
(952) 555-0000

Dear Ms. Sketching,

I understand computers, I have an eye for creative excellence, and I know how to use technology to produce outstanding graphic designs! I believe my passion for the arts and ability to utilize technology to create is exactly what Media Concepts is looking for in a graphic design intern.

I am currently a junior at St. Olaf College majoring in art with a concentration in computer science. The opportunity to apply my academic training and be mentored by experts in the field is an incredible way to further develop my talents while contributing to an outstanding organization. I am familiar with, and continue to be impressed by, the multiple magazine ads, television commercials, and billboards fashioned by designers at Media Concepts.

As a college student I have built on my ability to multi-task, prioritize projects, and manage my time in an efficient manner. I believe these skills will also serve well in the working environment. As an art student I have compiled a portfolio which illustrates my best work since starting college. Upon viewing, you will see how I've grown and developed as a graphic artist. I have also created a web site where I've displayed my finest pieces. Should you choose to, you can view this site at www.ellasart.com.

I have enclosed a resume along with the requested references and transcripts. Should you have any questions, please don't hesitate to contact me via e-mail anytime, and by phone between 6 and 9 p.m.. I will call you on Thursday, November 20th, if I don't hear from you to see how the selection process is progressing. I greatly appreciate your time and look forward to the opportunity to work with such well respected graphic designers at Media Concepts.

Regards,

Ella Blue Waters
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Northfield, MN 55057
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