**Stephanie Bailey**

[Street Address]  New York, NY 55900

Phone: (333) 333-3333  Email: [Email Address]

**Today’s date**

Mrs. Mary Heller

Company name

Address, City, State, zip

**Re: Graphic Artist Position, Advertised in the Painter’s Picture Magazine**

Dear Mrs. Heller,

Pursuant to the posting in the Painter’s Picture, I am applying for the position of graphic artist for your advertising circular.

You need quick turn-around time and mastery of Photoshop, InDesign, and Illustrator – I’m at your service. I’m also fluent in Russian, should you want to advertise to Russian speaking residents of Bays-water.

As you see in my resume, I have five years of utilizing my creativity working for a printer, which position including sitting with customers to determine what their vision of the finished product would look like, and designing pamphlets, business cards, stationery, and greeting cards.

Prior to that, I worked for four years in a studio designing advertisements, fliers, menus, and posters. My team skills and diligence enable me to consistently meet hourly and daily time-sensitive deadlines, and I strive for customer satisfaction.

I earned my BFA in digital design, and have taken numerous photography courses.

Kindly be in contact with me so that we can set on a time to meet.   
Thank you for your time and consideration.

Sincerely,

**Stephanie Bailey**