

Sean Rosen

1234 SW 11th Avenue
Portland, OR 97214
(503) 123-4567

August 15, 2004

Oregon State Bar
Ms. Sally Smith
5200 SW Meadows Road
Lake Oswego, OR 97035

Dear Ms. Smith,

I recently saw your Graphic Designer job announcement in *The Employment Guide*. I know that I will make valuable contributions to the Oregon State Bar and your Publications Department as I have professional experience and am a recent graduate of Portland Community College with an AAS in Graphic Design.

I have experience with print layout and production. I have designed and illustrated materials including brochures, fliers, posters, and newsletters. In addition, during my internship with Prism, Inc., I used Adobe Photoshop, QuarkXpress, PageMaker, Illustrator, and MS Office to complete a variety of projects. I know that my recent work experience and education will greatly contribute to my success as your Graphic Designer.

I look forward to meeting with you personally to discuss my qualifications. I will call next week to schedule an appointment. Thank you for your time and consideration.

Sincerely,

Sean Rosen