

# Assistant Art Director Cover Letter

6443 Hagenes Road South Heikeport, MA 41295

**Dear Corey Schmidt,**

In response to your job posting for assistant art director, I am including this letter and my resume for your review.

Previously, I was responsible for career related content for Student Services social media sites (i.e., blog, Facebook, Twitter, etc.).

Please consider my qualifications and experience:

- Strong Adobe Creative Suite and Digital platform experience
- A problem solver who is comfortable taking action in the absence of daily management (when MP is out)
- Basic understanding of printing process, photography, illustration and typography
- Understanding of social media channels and formats
- Proficiency with computers and Microsoft applications (especially Microsoft Excel), and expertise in other software/database tools
- Human Resource knowledge and experience
- Experience in reviewing and interpreting University guidelines including sponsored project awards
- Experience with University fund accounting

**Thank you for your time and consideration.**

Sincerely,

Onyx Bahringer