

Assistant Art Director Cover Letter

9086 Lou MillEast Alesiachester, NY 16378-6664

Dear Dylan Hyatt,

I would like to submit my application for the assistant art director opening. Please accept this letter and the attached resume.

Previously, I was responsible for timely response, information, and support to family members of Berklee students who seek assistance via telephone, email, and forms of social media such as Facebook and Twitter.

Please consider my qualifications and experience:

- Understanding and interest in designing for web and social media
- Fluent in Adobe InDesign, Illustrator, Photoshop
- Knowledge of WordPress, K4 publishing system software is an asset
- Experience in construction and remodeling of non-residential space
- Experience in office administration and management
- Experience working in gallery and museum spaces
- Experience in inventory and equipment management
- Knowledge of effectiveness in resource management

Thank you for taking your time to review my application.

Sincerely,

Gray Johns