

# Visual Assistant Cover Letter

58795 Marilyn StreamPort Donnie, FL 63636-6210

**Dear Shae Jones,**

I submit this application to express my sincere interest in the visual assistant position.

Previously, I was responsible for technical support for instructors using classroom technology and audio-visual equipment support in all classrooms in the College of Law.

My experience is an excellent fit for the list of requirements in this job:

- Advanced level in Microsoft Excel and Word, proficient at Power Point
- Demonstrated proficiency in Adobe InDesign, Illustrator, Photoshop, Acrobat, HTML and CSS
- Demonstrated proficiency in multi-tasking and meeting multiple deadlines in a high pressure environment
- Accomplished organizational and time management skills that support the team
- Broad understanding of the architectural/construction/engineering industry
- Familiarity with branding and other marketing concepts
- UX or UI experience
- Construct monthly floor set document by importing all updated Koppermann renderings while assisting in outfitting

**Thank you in advance for reviewing my candidacy for this position.**

Sincerely,

Sam Carroll