

Your Name  
Your Address  
Your City, State Zip Code  
Your Phone Number  
Your Email

Date

Contact Name  
Title  
Company Name  
Address City, State Zip Code

Dear Contact Name (First and Last):

I am writing to you to express interest in the graphic design position as advertised on Handshake. As a recent graduate with experience in 3-D animation software and the Adobe suite of software, I believe I am a strong candidate for a position at Graphic Design, Inc.

During my time at Florida Atlantic University, I was awarded the top prize in the student design competition for my version of an app that would allow students to learn Japanese characters on their own time.

In addition to maintaining a 3.75 GPA, I have spent a semester at a university in Japan, and I have strong conversational skills in the Japanese language. I believe this would be an asset, as I know your studio does a lot of collaborations with major design studios in Japan.

Although I am a recent college graduate, my maturity, artistic skills, ability to work with others, and knowledge of the Japanese language and culture will make me an asset to your studio.

I have enclosed my résumé and look forward to the opportunity to learn more about Graphic Design, Inc. Thank you for your time and consideration.

Sincerely,

Signature

Your Name



**FAU CAREER CENTER**

777 Glades Road, Boca Raton, FL 33431 | Student Support Services Bldg. SU-80, Suite 220  
career@fau.edu | 561-297-3533 | fau.edu/career