

Hiring Manager,

I'm inquiring about current positions available from within your company. As a graduate from Adirondack Community College in upstate New York, I'm interested in more experience in the graphic design world.

The skills that I've developed over the past four years are an ideal match for any entry level graphic or media arts position. With strong creative instincts and an eye for detail, I believe I am someone who will be an asset to your company. Recently I have been working as a freelance graphic designer where I've had experience creating and updating websites as well as creating brochures and logos. I have been successful in cultivating long-term relationships with key clients and with strong customer focus, I often earn the repeat business of those clients.

I'm currently pursuing my BA at empire state college with a concentration in graphic design. I have experience using Adobe CS5, Illustrator, Photoshop, Acrobat, some Flash, InDesign and Dreamweaver. I also have knowledge of both CSS and HTML as well as being able to work in both Mac and PC environments. Previous employment has helped me develop the skills needed to be able to work in a high-production work environment, as well as enforcing excellent communication and customer service skills. Other abilities include problem solving, attention to detail and keeping up to date on current design possibilities.

Thank you for your consideration,

Sincerely,
Tyson M. Reed

Computer Skills

Adobe CS4 Photoshop
Adobe CS4 Illustrator
Adobe CS4 Dreamweaver
Adobe CS4 In Design
Mac OSX
Windows XP, Vista, Windows 7
Most Scanners
Most Printers

Education

Adirondack Community College

Associate in Applied Science
• Communication and Media Arts

Associate in Science
• Music AS

Achievements

Adirondack Community College

- Deans List for 2007 Spring and Fall
- 2007 and 2008 Juried Art show
2 Pieces of artwork selected

Work Experience

Freelance Graphic Design

- creating print layouts, web design, and logos for various company's around the region.

Adirondack Community College

- 90 hour internship in the design department