

Art Director Cover Letter Sample 2

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July 23, 2018

Mrs. Elizabeth Patterson

Human Resource Director

Innovative Design

412 Technology Parkway, Dallas, Texas 32145

Dear Mrs. Patterson,

I am writing to apply for the position of art director at Innovative Design. The position first came to my attention through the Job Opportunities board of my alma mater, Dallas Graphic Design Institute, where I graduated in 2015 with a Bachelor's degree in arts management. Since graduation, I have worked as an assistant art director at Graphic Technical Designs, and I look forward to expanding my responsibilities as an art director with your company.

As an assistant art director, I am responsible for assisting the art director with all aspects of the designs for our clients. We primarily produce t-shirts, and my responsibilities include coming up with logos, preparing sales pages, and designing presentations to sell our products to our clients. I also process and archive our electronic art files.

During my position as an assistant art director, I have been able to achieve a number of accomplishments that reflect my skills and work ethic. For example, I have created more than 20 product catalogs for the sales reps to use. I have also actively designed more than 150 unique designs for our clients' t-shirts; this includes more than 63 unique logos. We also employ a number of freelance artists, and I have been responsible for tracking their hours, payments, and general services.

My skills as an artist are demonstrated by my Web Design Certificate from Dallas Technical College and my Graphic Design Certificate from Dallas Institute of Graphic Design. Additionally, I am familiar with most computer programs and am very literate in social media. My specific technical skills include both Microsoft and Apple graphic design programs.

To conclude, I would love the opportunity to bring my love of design to your company. With my hands-on experience in designing logos and meeting clients' expectations, I believe that I would be an excellent fit for the creative passion that your company is known for bringing to the art world. Please feel free to contact me by email or phone number. Thank you for your consideration!

Sincerely,
Jeffrey Wakefield