

May 18, 2009

Marnoa Designs
Attn: Marlene Quinoa
1234 Paring Street - Suite 200
Manchester, Iowa 52101-2411

Ms. Quinoa:

I am looking for employment in the Manchester area and am submitting my resume for the graphic design position advertised yesterday on AccessDubuqueJobs.com. I am eager to work for a locally owned well respected design firm.

I am enrolled in graphic design and production classes at Northeast Iowa Community College. My course work has included a full range of tasks including design, three-color offset and web press operation, and the use of presensitized and direct-image plates. While in school, I have worked the past 16 months for J&S print shop as an offset press operator. After completing my courses next month, I would like the opportunity to put my training into practice in a permanent position such as the one that you have advertised.

Thank you for reviewing my qualifications. If you would like to set up a time to talk with me further about the position, I can be reached at 563-555-7839. I look forward to visiting with you.

Thank You for Your Consideration,

Rose Loedley
258 Hill St #3
Manchester, Iowa 52001
563-555-7839