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[Sally Sampleperson]  
[Name of Company]  
[123 Name Street]  
[Your City, State Zip]

To whom it may concern,

The position of [Job name goes here], as outlined on or in [Where job was found] matches exactly what I am looking for to strengthen my skills and build my knowledge of IT design.

My attached resume shows a wide range of graphic design, emphasis being with web and print design. However, my interest with web has grown strong with my experience building client: Information Architecture, Wireframes, Visual Designs and Protosites. I have also been Lead Designer on a variety of online projects such as Landing Pages, Emails and Microsites.

I have worked individually using the web design process I follow on my website for all client work. As Lead Designer I have worked hand-in-hand with the art director and writer to concept IT ideas to meet brand of our clients. Please view my samples and skills at [www.falconerdesignstudio.com](http://www.falconerdesignstudio.com).

My design capabilities are as follows:

- HTML/XHTML/CSS
- Basic Flash, PHP Includes and JavaScript
- Design of websites
- Wordpress
- Design and Development of: Information Architecture/Wireframes/Visual Design/Protosite/Production
- Attention to Graphic User Interface Design for web graphics and pages
- Design of Microsites, Emails, Landing Pages and Response Capture sites

I look forward to meeting with you to discuss this great opportunity to work with [Company Name].

Thank you,

A handwritten signature in black ink, appearing to read "Mark Falconer". The signature is stylized and cursive.

Mark Falconer  
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[www.falconerdesignstudio.com](http://www.falconerdesignstudio.com)