December 18, 2016

Manivannan.331955@2freemail.com

To whom It May Concern,

I am writing this letter to show my interest applying to your good company. I do believe that through my work experince for 8 years , I have the confident to be a part on your growing company.

I worked at .... for 2 years with the position of .... Currently, I am working at DESCO Copy and Print as Store In Charge / Graphic Designer for almost 4 years.

Here are the skills I have,

* Microsoft Word, Excel and Powerpoint
* Adobe Photoshop
* Adobe Illustrator
* Indesign

Handling client and giving them 100 % satisfaction is a great pleasure for me. I do believe that working under pressure with a minimum supervision, having the initiative to see what is need to be done and do it are some of the positive characteristics I have. Through this, I can help a lot in terms of company progress.

If you will be given me a chance to be a part of your company I can assure to you that you will never regret.

Sincerely,

Manivannan