

2/11 Business Card, Letterhead
and Cover Letter Drafts

Business Card



Designer/Developer: Claude A. Swanson
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240.277.4167



www.cas-sites.com/newsite/index.html

Letterhead



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Cover Letter



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CLAUDE A. SWANSON
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Mr./Ms. HIRING AUTHORITY
HR Manager | ABC Manufacturers, Inc. | 123 Main Street | Rockville, MD 20850

6/01/2019

Dear Mr./Ms. HIRING AUTHORITY,

I am writing today in response to your advertisement for the position of a Web Designer at ABC Manufacturers, Inc. As a creative-minded individual with a lifetime of administrative and operational experience, along with my education and experience in functional web design, I am equipped to become a valuable member of your team.

As indicated in the attached resume, I have a considerable experience in the office environment across many industries and the latest training using the most current design applications and tools. My ability to create web designs that are beautiful and functional, as well as, easy to maintain, revise and expand upon are the hallmarks of the values that I bring to the table when it comes time to representing myself and others. I take pride in bringing something new, fresh and exciting to the table with all that I am tasked with and I am able to implement effective business strategies with every design that I create while taking a client's rules and wishes into consideration. I leave no stone unturned.

I eagerly look forward to meeting with you to discuss your needs and my aspirations in detail. Please feel free to call me at 240.277.4167 at any time if you need any further information or to schedule a time when we could meet. Thank you for your time and consideration.

Sincerely,

Claude A. Swanson
