





YOUR NAME

GRAPHIC DESIGNER

CONTACT

123 Anywhere St., Any City 

+123-456-7890 

hello@reallygreatsite.com 

EDUCATION

Really Great University
Bachelor of Arts in Multimedia
Arts, 2016

Really Great School
High School Graduate Diploma,
2012

SKILLS

Project Management



Problem Solving



Creativity



Leadership



PROFILE

I'm a Graphic Designer with over 10 years of experience and a focus on branding, motion graphic, videography, and photography.

EXPERIENCE

ART DIRECTOR

Really Great Company | 2021

- Comes up with unique graphic designs for clients.
- Brainstorms innovative ideas for the company's portfolio.
- Works closely with the copyright team.

PROJECT MANAGER

Really Great Company | 2018

- Edited editorial photos for clients and magazines
- Increase lift for existing packages in varied lines of business.
- Tasked to make graphics for online layouts.
- Concept and develop control beaters
- Organization of files.



YOUR NAMES

GRAPHIC DESIGNER

COVER LETTER

To whom it may concern,

A letterhead refers to the heading at the top of a sheet of letter paper. It usually consists of a name and an address, or a logo. This often appears in letters created by companies and individuals for communicating messages, whether it's within the team, business partners, or with clients.

Letterheads are important branding tools as well, as they are sent out to a wide audience. They can set the tone for messages while showcasing your company's expertise and professionalism. This makes it important for you to create a letterhead that captures your brand's identity while presenting important details. It helps to create a template that you can use for different occasions, from inter-office memos to customer correspondences.

Pedro Fernandes

Pedro Fernandes