**Charles Boyer  
Visual Information Specialist**

123 Your Street, Your City, ST 12345, (123) 456-7890, email@maxresumes.com

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4th September 20XX

[Hiring Manager]

123 Address St

Anytown, ST 12345

Dear [Hiring Manager],

I am writing to apply for the position of Visual Information Specialist with [Company Name]. As a creative, organized and detail- oriented professional with extensive experience in the design and production of visually appealing, informative and engaging materials, I am confident that I am the ideal candidate for this position.

Most recently, I served as a Visual Information Specialist at [Company Name], where I was responsible for creating a range of visuals such as websites, brochures and posters for a variety of projects. Utilizing my exceptional creative and technical abilities, I consistently produced quality visuals that met, and often exceeded, the expectations of my team and clients.

Proficient in Adobe Creative Suite, HTML, CSS and web animation

Skilled in creating, troubleshooting and maintaining websites

Experienced in maintaining quality control over visuals

I am confident that I bring the right qualifications, technical and creative skills, and enthusiasm to the position. Additionally, I am passionate about producing high- quality visual content for both online and print media.

I would welcome the opportunity to discuss how my credentials may best meet the needs of your team. I am confident that I am the ideal candidate for this position and look forward to hearing from you soon.

Thank you for your time and consideration.

Sincerely,

**Your Name**

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