

COVER LETTER FOR AN INFORMATIONAL INTERVIEW

31 Munjoy St.
Portland, ME 04821
December 10, 2010

Ms. Shelly Mars, Senior Editor
Beane & Picture Group, Inc.
124 Market St.
Boston, MA 04115

Dear Ms. Mars:

As a graduating senior from New England College with a major in Art, I was given your name from the Career and Life Planning Office here. I am writing to you in order to seek your advice as a knowledgeable professional in the graphic design field. Thank you for being available to NEC students!

My academic focus in design and illustration, my experience over the summers and during the year as an intern with Pragma Design, and my overall interest in desktop publishing lead me to pursue a career in the field of advertising. I have many questions regarding my career path at this point. Should I continue my education at the graduate level, try free-lancing, or conduct an intensive job search in the Boston area?

I am, of course, beginning a serious job search. Any leads you have would be appreciated, but there are many other ways in which you could help me. I would like to meet with you briefly, not just to obtain job leads, but to learn your insights on: the growth projections for graphic design positions in New England; where typical entry-level positions might be found; the personality needed to succeed in corporate settings; particular skills and program knowledge that employers look for in entry-level employees, and; the dynamics of careers for women in this field. I am sure that your insights will assist me in making a substantive career decision.

I have enclosed a copy of my resume just to give you an idea of my background and how I am presenting myself. I will call your office to arrange a brief appointment, at your convenience, in a week or so. I look forward to meeting you and learning from you.

Sincerely,

Joan Riley

Encl.