# Terence Poole

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[month, day, year]

Dear Mr. Goodman,

I recently implemented a new client liaison protocol that reduced revision requests by 45% over six months. The system improved communication efficiency and ensured swift adaptation to evolving briefs. I hope to apply similar strategic skills as a print production artist at Minuteman Press.

As an innovative artist with over 7 years of on-call experience, I am excited by the chance to join the creative team at Minuteman Press. I believe that your company's reputation for leveraging cutting-edge illustration technologies aligns perfectly with my skill set. My recent achievements include:

- Training six interns to improve their use of the InDesign program, three of whom joined the company post-graduation as professional illustrators
- Consistently working efficiently on tight timescales, delivering 76% of projects early while ensuring a 99% satisfaction rate over two years
- Receiving glowing praise during my annual performance review for my strong understanding of branding and color selection

I look forward to attending an interview to discuss how my extensive experience producing branded literature and superb lettering skills can help your company continue its reputation for fast and high-quality service. Please contact me to set up an interview time.

Sincerely,

Terence Poole

# **Cover Letter This Week**

**Kathleen Armour** 

**Cover Letter This Week:** 

Immerse yourself in heartwarming tales of love and emotion with is touching creation, **Cover Letter This Week**. This emotionally charged ebook, available for download in a PDF format (Download in PDF: \*), is a celebration of love in all its forms. Download now and let the warmth of these stories envelop your heart.

http://nevis.hu/data/scholarship/Documents/Nspf%20Cpo%20Test%20Answers.pdf

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