

# Jordan Smith

Graphic Designer

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To:

Lucy Pleasant  
Hiring Manager  
[lucy.p@techx.com](mailto:lucy.p@techx.com)  
Tech Company X  
San Francisco, CA

Dear Ms. Pleasant,

I recently stumbled upon the Remote Graphic Designer position at Tech Company X, and I was immediately drawn to your innovative approach to both creative work and company culture. Your commitment to delivering the highest quality work to clients while fostering an enriching environment for your team resonates with my personal and professional values.

With extensive expertise in Adobe Photoshop and Illustrator, I've been able to craft both dynamic and static visuals that align with brand messages. My portfolio is filled with designs ranging from ad banners and marketing emails to captivating social media posts, showcasing my skills and passion for storytelling through design. I'm proud to say I've garnered substantial experience in project tools such as Basecamp and Google Docs, and while I have hands-on experience with Google Ads and Facebook Ads platforms, my adaptability allows me to quickly familiarize myself with new platforms and methods.

Social media is the heartbeat of modern-day branding, and I possess an in-depth understanding of platforms like Instagram, Facebook, Twitter, and LinkedIn. This knowledge ensures the designs I create not only look flawless but also perform well in terms of file conversions and user engagement.

I'm a team player at my core since, throughout my career, I've worked in sync with various teams - from copywriters and PPC experts to digital producers. This experience has solidified my belief that cohesive teamwork is the key to achieving a project's vision while striking the right balance between aesthetic appeal and functional performance. I also have a knack for quickly delivering under tight deadlines and ensuring projects stay on track without compromising on creativity.

I believe that joining Tech Company X presents an opportunity to further harness my design skills and contribute to a team that truly values creativity, growth, and remote collaboration. I'm confident my skills and experience align with what you're looking for, and I'd be thrilled to discuss my application with you in more detail. Please feel free to reach out to me at your earliest convenience.

Sincerely,  
Jordan Smith



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**Joe Bichai**



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**Business Communication, Australia and New Zealand** Baden Eunson, 2025-09-09. em style font family Arial font size 13 3333px background color f7f3e7. Business Communication 1st Edition prepares business students to excel in their communication skills upon entering the workforce. The text provides a concise and focused narrative covering a range of communication practices from written and oral communication to social media interactions. It simplifies complex concepts while providing practical examples to enhance understanding.

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**Lean Today, Rich Tomorrow** Joe Bichai, 2014-09-24. This book tells the story of an actual Lean transformation that took place in a 100-year-old North American manufacturer's factory. Lean Today Rich Tomorrow Succeeding in Today's Globalization Chaos describes how an obsolete factory destined for closure was transformed into the most productive North American manufacturer in its field. It describes how the company eliminated the bad habits associated with its antiquated push system and transformed its factory into a JIT Lean philosophy driven plant with one-piece flow U-shaped production lines and productivity sharing.

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