

Cassandra Colley~

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I am sending a resume' of my experience and qualifications for your review. I am relocating to the Nashville area to live and work and would very much appreciate your consideration for any position you have available for which I qualify.

Are you looking for an Employee who has:

- An excellent work ethic & experience with a vast array of business & management applications?
- Education, knowledge & skill with industry graphics & layout applications & good office skills as well?
- A love of art, graphics & design & who understands that quality & content of any design must satisfy client expectations?
- Excellent written and oral communication skills?
- Customer service skills and experience communicating with vendors and clients as well?
- A passion for lifetime learning, who desires to increase her creativity & knowledge?
- Goals & who loves to get better & better results with each project undertaken?

If so, then you need look no further. You will see in my resume', that I meet these qualifications and can offer much to your enterprise.

I would very much like to discuss opportunities within your organization. I currently live in New Mexico, but am moving to the Nashville area on June 25th, 2008 and will be looking to obtain employment in the graphics and printing sector. To schedule an interview, please call me at 575-313-5208. The best time to reach me is between 2 pm and 6 pm, but you may leave a voice message at any time, and I will return your call.

Thank you for taking the time to review my resume & portfolio. I look forward to speaking with you.

Sincerely,

Cassandra Colley~
