James Brown

238 Broadway

New York

NY

United States

To

The HR Manager

XYZ Company

354 F 63rd Street

New York

NY 10022

United States

Subject- Compositor Cover Letter

Dear

I am submitting an application to work as a composer at [Mention the name], and I believe I am the best candidate. The accompanying résumé provides a detailed look at my training, professional experience, and talents that are relevant to this position; nonetheless, below is a synopsis of what I can offer your business. I have a degree in graphic arts with a [Mention the number]year associate's degree and am quite familiar with the software and computer applications utilized in this field.

I've worked with text for publications like newspapers and brochures, and I know how to choose the right font size and layout. In addition to cleaning and dispersing types, I have experience inserting spacers, leads, slugs, etc.

Before printing the material, I can use a proofing press to revise the wording and make any necessary revisions. I am also familiar with composition and printing techniques. I can listen intently to instructions and have strong communication and interpersonal skills. In this fast-paced industry, I also have outstanding time management abilities and the capacity to meet deadlines.

I have a lot of creativity, and I would be honored if you gave me the chance to use it for your business. I've attached a portfolio of my work to my resume, and I'm sure I possess the qualifications you're looking for in a compositor. Call [Mention the phone number] to schedule an interview with me. I look forward to meeting with you soon to go over the specifics of this position.

Respectfully,

BrownJames

[Handwriting signature]

[Mention the contact details]

[Mention here, if there is any post note to be given]