

Bewerbungsschreiben: Janina Buchner

Janina Buchner
Haydngasse 5a
93502 Nürnberg

Ms Luise Buschmann
Personnel Department
Headhunter Advertisement Agency
Lucille-Grahn-Straße 23
D-81677 München

23 December 2008

Dear Ms Buschmann,

I am writing in response to your advertisement at www.myperfectdesign.com for a Desktop Publishing/Graphics Specialist. I am keen to work in an international environment on exciting scientific and technical subjects. You will see from my enclosed CV that my skills and experience reflect the criteria required in your advertisement:

- Graduated with a Master of Arts in Graphic Design
- Four and a half years experience in different design studios, designing a wide range of printed material, including annual reports, brochures, information leaflets and posters
- Being responsible for projects from initial briefing to final print, including interaction with external service providers like lithographers and printers
- Experienced in the preparation of scientific illustrations
- In addition to professional experience, further training in Web Design for Professionals and Flash, both in two-month courses
- Excellent knowledge of Quark XPress, Illustrator and Photoshop
- Good knowledge of HTML, Dreamweaver and Flash
- German native speaker, fluent in English
- Excellent organisational and communication skills

I have enclosed, along with my CV and the Application Form, two annual reports I designed for the Pullacher Faschingsgemeinde and the Umweltreferat der Landeshauptstadt München. You can find more samples of my work on my website www.janinabuchner-design.de. I would be delighted to present further work in my portfolio to you in a personal meeting.

I would be very happy to put my skills and knowledge to good use in your Education and Public Relations Department. I look forward to hearing from you soon.

Yours sincerely,

Janina Buchner

Enclosures

Quelle:

Lisa Förster: *Die besten Bewerbungsmuster Englisch*. Rudolf Haufe Verlag, 2008. 3. Auflage.