

IMA NEWGRAD

1234 Pomona Way • Claremont, CA 91711 • 909-607-0000 • i.newgrad@pomona.edu

Current Date

Liv Dawork
Product Design Director
Ingenious Toy Company
1 Andonly Way
Job Town, CA 90000

Dear Ms. Dawork:

I am writing to apply for the position of Product Design Assistant, which I learned about through the Career Development Office. As a graduating senior at Pomona College, I am interested in the position because it offers the opportunity to use my graphic design background, my interest in foreign languages and cultures, as well as the chance to put my skills to work in the toy manufacturing industry.

As an intern for ABC Toys, I was able to hone my creative and market research skills in toy design development. Through this internship, I was able to assist the creative development team in creating illustrations by using Adobe Illustrator for a toy aimed at helping kids ages 2-4 to identify animals that live in jungles. My internship also afforded me the opportunity to gain a great perspective on how the toy manufacturing industry functions. Additionally, I spent several summers working with children as a camp counselor, which provided me with tremendous insight into children's interests and activities. These experiences combined with my enthusiasm and ability to learn quickly make me an excellent match for the position.

In learning about the Ingenious Toy Company, I found it interesting that there are various products that help kids learn basic words and phrases in French and Italian. I have travelled throughout Europe and understand the importance of an awareness of other cultures and traditions and desire to be part of a company that also shares those values.

I would welcome the opportunity to put my skills and experience to work for Ingenious Toy Company and look forward to further discussing my qualifications with you in person. I can be reached at 909-607-0000 or by email at i.newgrad@pomona.edu. Thank you for your consideration.

Sincerely,

Ima Newgrad

Ima Newgrad