

IMA NEWGRAD

1234 Pomona Way • Claremont, CA 91711 • 909-607-0000 • inewgrad@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. Now a graduating senior at Pomona College, I am interested in the position because it offers the opportunity to use my graphics design background 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 skills and learn some of the latest techniques for toy design. 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.

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 inewgrad@pomona.edu. Thank you for your consideration.

I look forward to hearing from you soon.

Sincerely,

Ima Newgrad
Ima Newgrad