**Cover Letter**

08/15/18

Dylan Pettigrew

Georgia Southern University Student

Future Employer

Statesboro, GA

Dear Future Employer,

I would like to respond to you about this current available position placed on Georgia Southern campus or outside of campus. After discussing it with you, I believe my academic and technical/software background in graphic design that it makes me a model applicant for this work in your company or business.

Since I heard about this job fair, I was informed of your arrival and wanted to learn more about how to get involved with your business. It has given me an opportunity to display to you how excited I am to get started with working with you as I have heard of many beneficial influences you have given students.

I understand that a lot of students apply for these positions, however I have different assets that not all students have. I hope that I can show you through all the hard work that I have done from previous experience to show my determination in any work I do. Not only do I have determination, I also have responsibility because even though when I know the situation is my fault I understand it is better to let you know right away. With these different assets I hope you will consider me for this opportunity of being able to work in your business.

Sincerely,

Dylan Pettigrew

**Dylan Pettigrew**

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Rincon, GA 31326

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TECHNICAL/SOFTWARE SKILLS

* Good with working on Adobe and Microsoft programs. Adobe programs include InDesign, Illustrator, and Photoshop. Microsoft programs include Microsoft Word and PowerPoint.

EDUCATION

* South Effingham High School
	+ Aug 8, 2014 – May 23, 2018
* Georgia Southern University
	+ Aug 19, 2018 – Current

EMPLOYMENT HISTORY

* City of Springfield – Springfield, GA

*Community Development Intern* June – July 2018

* + Handled multiple tasks at one time
	+ Flexible with new revisions needed on websites
	+ Understood how to take criticism and use it to improve my work
* Aux Services – Statesboro, GA

*Assistant Graphic Design* Nov 2018 – Feb 2019

* Handled serval projects at one time
* Worked with a team of 4 to 10 during events
* Communicated with 3 mangers to finish up projects
* Vector Marketing – Savannah, GA

*Sales Representative* Jan 2019 – March 2020

* Negotiated with prospects on different products that best fits them
* Work with a team in an office to help increase revenue in the business
* Talked on the phone with customers to schedule appointments and met with prospects
* Vector Marketing – Savannah, GA

*Head Assissant Manger* Jan 2019 – March 2020

* Selected by Division Manger to interview, train, develop, and mentor new representatives
* Helped trained an office to become #1 New District office in the Costal Division
* Supervised a staff that trained our new representatives in the Savannah office
* Dominos – Pooler, GA

*Assissant Manger* Oct 2019 – Current

* Selected by General Manager to handle shifts with over 10+ workers
* Help train, develop, and supervise workers to handle consumer affairs and product control
* Helping build a marketing basis that provides quality consumer service