



Janet Shillam  
27619 N Regal Rd  
Chattaroy, WA 99003  
(509) 238-1094

June 3, 2002

Spokane Falls Community Colleges  
Attn: Greg Stile  
MS3190 W. Fort George Wright Dr.  
Spokane, WA 99224-5288

Dear Mr. Stiles:

About a year ago, I read an ad in the Spokesman Review for a Web Designer for your firm. On that day, I knew your college was the place for me. I pasted the ad to my art table and for the past year I have been preparing myself for this opportunity.

Recently, I came across an ad for your department for an in-house designer. I am enclosing my resume and a logo sheet for your review. I firmly believe I am the candidate for you. I am hard working, dedicated and determined. I am a strong team player, but also work well alone. By my resume you will see that I am well qualified for this position.

I look forward to meeting with you to discuss this mutually beneficial opportunity. It would be my pleasure to contact you next week to set up a time when we can meet. Thank you for your time.

Sincerely,

Janet Shillam



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 27619 N Regal Rd  
 Chattaroy, WA 99003  
 (509) 238-1094

**Objective:**

Seeking a Graphic Design position utilizing my Illustrator, Photoshop, and Quark skills, as well as my drawing skills.

**Technical skills:**

Proficient in: Adobe Illustrator, Adobe Photoshop, Quark Express, and Pagemaker  
 Knowledge of: Freehand, Dreamweaver, ImageReady, StrataPro, Microsoft Word & Excel, and WordPerfect.

**Job Skills:**

Detail oriented, problem solver, strong customer service, data entry, strong secretarial and receptionist skills, create & maintain filing systems for office and digital & original art.

**Fine Art Skills:**

Illustration (pen & ink, colored pencil), Calligraphy, Watercolor, Charcoal, and Graphite.

**Education:**

A.A.S. Graphic Design	Spokane Falls Community College	June 2002
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**Work History**

Current	Debbie Mumm, Inc.	Production Design	Spokane WA
1996-00	Comfort Inn	Front Desk Clerk	Colville WA
1992-95	Evergreen Vista Conval. Ctr.	Admissions Clerk	Kirkland WA
1987-92	Bomgardner, Bishop et al	Administrative Asst.	Bellevue WA
1986-87	Hillsdale Sash & Door	Receptionist	Bothell WA
1984-86	Morup Signs•	Receptionist/Bookkeeper	Redmond WA

*•At Morup Signs, I started out in the office and worked my way into part-time sign design. Some skills I acquired were; laying out artwork and cutting rubber masks for sandblasted signs, also creating and installing vinyl lettering signs on windows, doors, vehicles, and signboards.*

Personal Interests: Art, Dance, Drama, Camping, Fishing, Hiking & Biking.

References available upon request.



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IMAGE

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