

K Y L E R O B E R T B A L I T Z

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COVER LETTER 5/25/2021

To Whom It May Concern,

This letter is to express my interest in your multimedia communications position. A resume describing my qualifications, skills, licenses, work experience, and education is enclosed.

As my professional experience demonstrates, I have been cited by my employers for being exceptionally creative, dynamic, and industrious. I believe I am a highly qualified and well-rounded individual with skills, knowledge, and experience in many creative mediums and software including Adobe Creative Cloud, Steinberg Cubase, and Microsoft Windows Products. Much of my multimedia creative skills such as video production, music production, photography, graphic design, web design, and visual arts has been highly sought-after by clientele. A hyper realistic drawing of mine was featured recently as a back cover for The Adoptee Group's travel book, "A Handbook to Korea." Along with a professional logo I designed for the Mental Health Awareness Dan Patch Park booth which was featured on the front page of the for the Minnesota State Fair Daily Schedule. My work also have been used on the set design of Harmonic Relief's "Seize the Day," show choir, along with my logos I designed for Hmong Corporation. I even serve as an illustrator for a bilingual English and Korean children's book series, "The Sunny Day School" by Dr. Janeice Garrard. I also have utilized my talents in communications by interviewing transracial adoptees globally through my new media organization Korean Adoptee Stories. Additionally I am an accomplished pianist that has performed at various events. My educational background and qualifications include a BS in Technical Management with a 3.8 GPA track record, along with a renewed 2019 CompTIA A+ Certification (220-1001 (Core 1) / 220-1002 (Core 2), making me not just artistic, but also exemplifying strong Computer / Information Technology skills to back it up. Because of my wide array of creative skills and talents I am confident my reputable work history with my employers and mentors, and the high-quality education, skills, and training I have received, along with my hard work ethic and willingness to learn, makes me a valuable investment for your company.

I will be in contact with you next week to further discuss how I can contribute to your company's success. If you have any questions or would like to converse about my resume, please contact me at the above email address or phone number. Thank you in advance for your time and consideration; I look forward to speaking with you soon.

Sincerely,

Kyle Balitz