

# Simon Gong



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March 5, 2009

Mr. Paul Ramos  
Personnel Director  
Wayne Academy of Arts  
202 Park Boulevard  
Wayne, PA 19087

Dear Mr. Ramos;

I am responding to the junior culinary instructor of computer graphics position that you recently advertised in the *Philly Daily Herald*. As indicated on the enclosed resume, I have the credentials you are seeking and believe I can be a valuable asset to Wayne Academy of Arts.

I recently received my bachelor's degree in Graphic Design from UPenn. The following table outlines my areas of concentration:

<b>Video Editing</b>	30 Hours
<b>Video Game Development</b>	15 Hours
<b>Logo Designing</b>	15 Hours
<b>Photo Editing</b>	21 Hours

In addition to my coursework, I have the following computer design experience:

- I made a logo for Temple College using Photoshop on their owl.
- I have developed a flash video using Windows Movie Maker and other material.
- I also made a short 3-D Video Game.

I will call you next week to see if we can set up a time to discuss my career opportunities at Wayne Academy of Arts if you would like to speak to me before then, [please call me at 610-345-9999](tel:610-345-9999).

Sincerely,

Simon Gong

Enclosure