

## SAMPLE PRE-INTERVIEW / PRE-SCREEN LETTER

3322 Manitowoc Road  
Green Bay, WI 54311

January 12, 20XX

Ms. Nicole Hansen  
Human Resources Manager  
Quad/Graphics  
N63 W23075 Hwy 74  
Sussex, WI 53089-2827

Dear Ms. Hansen:

Through Career Services, I learned that Quad/Graphics will be interviewing at the University of Wisconsin-Green Bay on Thursday, February 24, 20XX. I am writing to express my interest in your training program and would like an opportunity to meet with you during your visit.

The career opportunity offered with your organization is a strong match for my well-rounded background. As a Design Arts major and Communications minor, I have worked on several team-designed projects ranging from logo design to creating promotional materials for an area business. My classroom experiences combined with my expertise using QuarkXpress, Adobe Illustrator and PhotoShop will allow me to be a successful member of your design team.

As you will note on the enclosed resume, I have been an intern for two years with the March of Dimes. In that position, I worked with several staff members to design and create advertising and brochures for fundraising events. Through this interaction, I have realized the value of communication in translating a client's ideas into a visual product. I would welcome the chance to apply the skills and knowledge I have gained to a position at Quad/Graphics.

I am eager to have an opportunity to interview with you during your visit to the UW-Green Bay campus. If scheduling an interview is not possible, I would be willing to travel to your office for a meeting. If you have any questions, please feel free to contact me at (920) 983-XXXX. Thank you for considering my candidacy for this position.

Sincerely,

*Paul A. Sikes*

Paul A. Sikes

Enclosure: Resume