

**Mr. Paul Yeatman**



Monday, August 22, 2011

Schools Division  
Pearson Education

**To Whom It May Concern**

I am applying for the role of *Creative and Technical Services Manager*, advertised recently on [www.seek.com.au](http://www.seek.com.au).

My skills are a great match to your ideal candidate. I am in the possession of proven managerial experience (7 years as a team leader), can demonstrate my proficiency in using InDesign, Photoshop and Illustrator and have experience in web design, and am in the process of formalizing my design qualifications.

I motivate my team by providing clear expectations about what I want, ensure they have the skills and support needed to complete their work, and seek and provide feedback as appropriate. This ensures timelines are kept to, relationships are built and maintained and there are no nasty surprises. My scientific background means I have a keen eye for detail, which compliments my design skills nicely. I am able to switch between autonomous and team based work as the situation require and have an open door policy.

Though I can produce cookie cutter designs, I prefer to add my own take on things as think this leads to more interesting works.

This position is a great opportunity to combine my leadership, work place trainer qualification and graphic design skills while I mould the team into a well oiled machine capably of working autonomously.

Thank you for your consideration

To view my online portfolio, go here: [www.vraliendesign.com.au/portfolio.pdf](http://www.vraliendesign.com.au/portfolio.pdf)

