

# MARLEN SWIFT

A graphic designer is a professional within the graphic design and graphic arts industry who assembles together images typography, or motion graphics to create a piece of design.



(123) 456-7890



marlen.swift@gmail.com



123 Street Name, Town/City

## EXPERIENCES

2018 - 2020  
Company Name

Any City

► Enter Your Job Position Here

Excepteur sint occaecat cupidatat non proident sunt in culpa

2016 - 2018  
Company Name

Any City

► Enter Your Job Position Here

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2014 - 2016  
Company Name

Any City

► Enter Your Job Position Here

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## HARD SKILLS

Adobe Indesign



Adobe Photoshop



Adobe Illustrator



Adobe Premiere



## LANGUAGES

English



French



## EDUCATIONS

2013 - 2015  
Fauget University

Any City

► Bachelor Of Design

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2010 - 2013  
Fauget University

Any City

► Master Of Design

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## AWARDS

2018  
Designer Given

Organization

► Name of Award

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2020  
Designer Given

Organization

► Name of Award

Excepteur sint occaecat cupidatat non proident sunt in culpa

## HOBBIES & INTERESTS



Writing



Photography



Art



Blogging



Languages



Reading



Marketing



Sports



Podcasting

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123 Street Name, Town/City

**To Korina Villanueva**

Product Consultant  
Thynk Unlimited

**From: Marlen Swift**

Business Manager  
Arowwai Industries

123-456-7890  
reallygreatsite.com  
hello@reallygreatsite.com  
123 Anywhere St., Any City

**Dear Ms. Korina:**

July 27, 2025

A letter is a message written for a variety of purposes, from friendly to formal. They can help maintain bonds between friends, especially if they're far apart. Letters are also used by professionals to communicate their concerns. In some schools, kids are encouraged to write letters to Santa for Christmas. There are also letters given by school administrators to the students' parents or guardians.

If you're thinking of writing a letter yourself, make your intentions clear from the start. You can be fun and creative or straightforward, depending on your needs. Most letters are divided into sections, including the date, recipient's name, and salutations. As for the main content of your letter, there are often three main parts: the introduction, paragraph, and conclusion.

Your letter's introduction can be a brief greeting, a few polite statements, or a background of why you're writing. The paragraph-1 is the bulk of your letter, containing the most important parts of your message. Finally, the conclusion sums up all your ideas. It can also include a closing statement or salutation. No matter what reason you have behind writing, it's best to be organized and plan the contents of your letter before sending it out.

Many companies and individuals prefer to create a letterhead template in a word processor or other software application.

This generally includes the same information as pre-printed stationery but without the additional costs involved.

Sincerely

**Marlen Swift**

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