

**Mr. Leslie G. Guthrie**  
13564 Detroit Street  
Thornton, Colorado 80241  
(H) 303-438-0713

July 2013

Attn: Human Resources

I would be the perfect candidate for your position because of my extensive over all knowledge of printing, graphics, and with my expertise being "Prepress/Desktop publishing".

I was particularly attracted to your position because of numerous reasons. I have worked at both sides graphic production and printing previously.

I have the skills that are relevant to this position as posted. At my past employment I implemented making templates for jobs and software for ease of use for future purposes. Fix a way to log these templates to ensure the same one will be used on new jobs. I strongly feel my talents could be valuable to any company while achieving company goals (NOTE: see letter of recommendation).

Please call my home at 303-438-0713 to contact me or leave a message to arrange an interview at a convenient time. I also can be reached via email: vballer10446@yahoo.com.

Thank you for your consideration!

Sincerely,

A handwritten signature in black ink that reads "Leslie G. Guthrie". The signature is written in a cursive style with a large, prominent initial 'L'.

Leslie G. Guthrie

Enc.



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**Objective:** To seek a position which provides a variety of responsibilities and Opportunities for advancement, by which I can contribute to a successful company.

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## **QUALIFICATIONS**

- Excellent human relations skills, having dealt with customers and employees. A team player.
- Computer proficient with Quark Xpress, Photoshop, Illustrator and Indesign. Working knowledge with Acrobat/Pitstop.
- Ability to execute a number of projects simultaneously.
- Proven ability to analyze, plan, organize and manage work efficiently.
- Solid written and oral communication skills, always wanted the work done right the first time.

## **RELEVANT EXPERIENCE**

### ***Desktop Publishing/Prepress/Graphics***

- Edited graphics and photos using pixel or bitmap editing, airbrushing, masking, or image retouching.
- Imported text and art elements such as electronic clip-art or electronic files from photographers that have been scanned or produced with a digital camera.
- Operated desktop publishing softwares (Quark Xpress, Indesign, Photoshop, Illustrator) and other equipment to design, layout and produce print ready projects. Mostly Mac environment but I have done some on a PC.
- I have used and am very familiar with "Preps" page imposition software.
- I have working knowledge of several editing tools like Acrobat/Pitstop.

## **PROFESSIONAL EXPERIENCE**

- Since being in the printing field I have done stripping, plating, proofing, scanning, color correction and numerous other duties. Used several different rip devices to go to Direct-To-Plate.

## **EDUCATION**

Elementary through B.S. in Art/Education (college degree)

## **MILITARY**

U.S. Air Force/Honorable Discharge

**Mr. Les Guthrie   303-438-0713   vballer10446@yahoo.com**

# LETTER OF RECOMMENDATION

TO WHOM IT MAY CONCERN:

AS THE DEPARTMENT FOREMAN FOR MORE THAN 25 YEARS, A VACANCY IN MY DEPARTMENT LED ME TO HIRE LES GUTHRIE AS A PREPRESS TECHNICIAN.

I IMMEDIATELY NOTICED HIS ATTENTION TO DETAIL AND STRONG DESIRE TO PRODUCE WORK THAT WAS OF HIGH STANDARDS, PAYING VERY MUCH ATTENTION TO HEADING OFF PROBLEMS, THAT COULD SLOW OR CAUSE REJECTION OF THE JOB.

IN THIS REGARD, I HAD A GREAT DEAL OF CONFIDENCE IN HIS WORK, AND ALWAYS FELT THAT HE WOULD DO HIS BEST IN ANY SITUATION.

I WOULD RECOMMEND HIM TO ANY SHOP OR COMPANY WHOSE CRITERIA FOR JOB PERFORMANCE MIGHT FIT THE FOLLOWING:

1. ABILITY TO CREATE, ADAPT, CORRECT AND IMPROVISE WHEN NECESSARY, ANY JOB GIVEN TO THEM.
2. WORK INDEPENDENTLY AND MAKE DECISIONS, FREE OF MUCH INTERVENTION FROM OTHERS.
3. DEMONSTRATE A HIGH LEVEL OF COMPETENCY IN THE VARIOUS SOFTWARE THAT MIGHT BE REQUIRED, ESPECIALLY USING QUARKXPRESS, ADOBE ILLUSTRATOR, PHOTOSHOP AND INDESIGN.
4. TAKE PRIDE IN WHAT THEY HANDLE, CREATE, ETC., TREATING EACH JOB AS IF IT REQUIRED "SIGNATURE" ATTENTION.
5. ALL-AROUND VERSATILITY AND PROBLEM-SOLVING ABILITIES THAT SHOULD SERVE AS A VALUABLE ASSET TO ANY COMPANY.

JOE SIMPSON

(FORMERLY PREPRESS FOREMAN FOR GOLDEN BELL PRESS (NOW RETIRED))