

Darshan Patel

123-456-789
hello@gmail.com
123 Anywhere St.,
Any City, ST 12345

Summary

A talented and creative fashion designer with an eye for detail looking for an entry-level role at a reputable clothing brand. Has hands-on experience in designing both apparel and textiles from internship. Knowledgeable in fashion history and keeps up with current fashion trends.

Educational Background

Bachelor of Commerce
Saraswati University
June 2025

High School
Pragati High School
May 2019

Skills

Fashion Styling

- Commended multiple times for styling in-store mannequins during internship
- Wrote well-received and heavily shared online articles on fashion and styling
- Created photoshoot concepts using clients' merchandising guidelines and requests

Sewing and Garment Alterations

- Cooperated with styling assistants to ensure proper wardrobe fit for photoshoots
- Sewed and altered garments to accommodate change in models
- Made theater costumes of main actors for two high school productions

Multitasking

- Managed social media updates while finalising garment alterations for runway event
- Exhibits focus and great attention to detail in high-stress situations
- Met multiple daily and weekly deadlines as a fashion design intern

Trainings and Seminars

Tally Course

Yuthika Institute,
October 2019

CCC Course

Yuthika Institute,
August 2019

Master Accounting Skill Seminar,
December, 2019

USA Accounting Seminar
during college freshman year

Aditi Mittal

123-456-789
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123 Anywhere St.,
Any City, ST 12345

27 July 2025

Bikram Shah
Head of Human
Resources
Iconography Clothing Co.

123 Anywhere St.,
Any City

Dear Mr. Bikram:

A cover letter allows you to professionally introduce yourself to a prospective employer. Your goal in writing your cover letter should be to encourage the employer to read your resume and consider you for a specific position.

Highlight your achievements, skills, experiences and training that are relevant to the position you want to get. However, avoid simply repeating the information you included in your resume. Tailor your cover letter to each employer and job. Since you are applying for specific roles, give specific examples and events that demonstrate your ability to perform well if given the position.

Yes, you should maintain a professional air throughout the copy, however, an exceedingly formal tone may turn off those who read it. Remember to also show genuine enthusiasm for the job. You can think of it this way: it's not a suit-and-tie event, but a smart casual gathering. Steer away from highly personal information and questions about the position. This includes talking about salary expectations and company benefits. Instead, reserve such inquiries for the actual interview.

Make sure you proofread your cover letter before sending it. There are various online tools that can help you catch minor grammatical or typographical errors. Additionally, make sure your cover letter is easy to read. Use a simple font like the one used here. Avoid walls of text, too. Dividing your letter into paragraphs makes it easy on the eyes and organises the information you provide.

Best Regards,

Aditi Mittal