

To whom it may concern,

I am a final year student studying at London College of Fashion, UAL on BA Fashion Design and Technology, specialising in womenswear. Alongside my studies, I am also working as a Studio Assistant for a fast growing sustainable brand named Rhi Dancey Ltd. I am writing to you to inquire about any design assistant jobs or paid design opportunities within your organisation. I am currently in the process of completing an application for a working visa in the USA, depending on sponsorship support from an employer. I will be graduating from London College of Fashion in July 2022.

Sustainability is key to my own current practice in design development. Currently, within my graduation collection I am researching and developing a size inclusive range of soft drape garments that have embedded means of support and size adjustor's for the female body. In my current role as Studio Assistant I deal with a range of tasks, including: sourcing fabrics and sampling, assisting on photoshoots and fittings, creating tech packs, researching new concepts and methods of sustainability, packing and posting orders as well as manufacturing products. Beginning as an intern, I have worked for Rhi Dancey Ltd since March 2021. I am looking to expand on my experience in studio assistance as well as in design and development.

I am vastly inspired by the Tapestry brand, more specifically the capsule pieces of Kate Spade and Coach. Kate Spade's playful aesthetic is still so refreshing and iconic. I particularly admire the utilitarian aspect of some of the most popular pieces, like the 'Sam' bag, and how this encourages buying sustainably through useful and stylish design. I am also a fan of the use of oversized bows and quirky silhouettes. Coach's sustainability initiatives to maintain their products inspire my own practice and I love the (Re)Loved collection of up-cycled classics.

I am highly organised with a great eye for detail and work well both independently and in a team. I am confident in flat pattern cutting, draping and garment construction as well as both machine and hand sewing. I also have experience in using the Office 360 suite as well as Adobe programmes Photoshop and Illustrator. I am a highly motivated and hard-working individual who thrives under pressure; with previous experience of working and studying in fast paced environments. I would be looking for a position once I have graduated in July and I have attached my CV and a link to my digital design portfolio for you to review. I am currently available for video/ call interviews as well.

Thank you for considering my application and I hope to hear back from you soon if you feel my application is suitable for any design assistant or paid design positions.

Kind Regards,

Molly Jade Powell

A handwritten signature in black ink that reads "Molly Jade Powell". The signature is written in a cursive, flowing style with a large, stylized 'M' and 'P'.

Molly Jade Powell

Contact Details

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Instagram: @mollyjade.designs

Design Portfolio:
<https://portfolio.arts.ac.uk/mollyjpowell25>

Personal Profile

A resilient final year BA (Hons) Fashion Design and Technology: Womenswear student at London College of Fashion, UAL. Gained valuable experience and organisation skills whilst working as a studio intern, now assistant, at Rhi Dancey Ltd. Developing enhanced communication skills and the ability to work under pressure whilst still meeting deadlines. Looking for an opportunity as a design or product design assistant, specialising in womenswear.

Technical Industry Skills

- Hand and machine sewing
- Flat pattern cutting
- Pattern alterations and manipulations
- Toiling and sampling
- Research and analysis

I.T Skills

- Microsoft Office Suite 360
- Adobe Certified Associate: Graphic Design & Illustration using Adobe Illustrator CC 2018
- Further knowledge and experience in Adobe Photoshop (5 years) and InDesign (2 years)

Interests

- Feminism and politics: Took part in 2017 Model United Nations in Bath. Active supporter of many gender equality campaigns including 'ourstreetsnow'
- Sustainability, particularly in the fashion industry and slow-fashion

Education

UAL: London College of Fashion

SEPT 2019- JULY 2022

(PRESENT)

BA (Hons) Fashion Design and Technology: Womenswear

Plymouth College of Art

SEPT 2018- JUNE 2019

Level 3 Foundation Diploma in Art and Design
Grade: Distinction

Fashion Industry Experience

Rhi Dancey Ltd.

Studio Assistant

MARCH 2021- PRESENT

- Research and analysis of design ideas and presentation of research
- Sampling and sourcing materials-specialising in sustainability
- Packaging and posting orders
- Deal with customer care emails
- Manufacturing of products
- Assisting on photoshoots, fittings and content creation
- Assisted in organisation of Pop-Up shop in central London
- Create Tech Packs

Richard Quinn

Intern

APRIL 2021

- Hand sewing
- Beading
- Cutting out patterns
- Machine sewing

LCF X OFFSET Warehouse

Industry Project

FEBRUARY 2020- MAY 2020

- Design and development centred around sustainable design methods
- Explored sustainable materials and interacted with samples from OFFSET Warehouse
- Technical CAD drawings of final solution

HAZZY'S OFFICIAL by JD.com

London Fashion Week Runner

SEPT 2019

- Organised running order of outfits for assigned models
- Steamed outfits
- Dressed models during show

Sam Cox Bridalwear

Retail / Seamstress' Assistant

JUNE 2015- DEC 2017

- Assisted seamstress during fittings
- Steamed dress'
- Beading and applying lace applique to altered dress'
- Unpicking and mending during alteration process
- Assisted on private appointments