

[Your Name]

[Your Portfolio Link / Website]

[Your Phone Number]

[Your Email Address]

[City, State, Zip]

[Date]

[Hiring Manager Name]

[Title]

[Company Name]

[Company Address]

Dear [Hiring Manager Name],

I am writing to express my interest in the Art Director position at [Company Name]. I was recently speaking with [Referral Name], who mentioned the opening and suggested that my creative background and leadership style would be a strong fit for your team's current trajectory.

With over [Number] years of experience leading cross-functional creative teams, I have specialized in bridging the gap between high-level brand strategy and visual execution. My work at [Previous Company/Agency] resulted in [Key Accomplishment or Metric], and I am eager to bring this same focus on aesthetic excellence and ROI to [Company Name].

I have long admired [Company Name]'s approach to [Specific Campaign or Brand Trait]. Given my expertise in [Specific Skill: e.g., Digital Storytelling, Brand Identity, or UI/UX Strategy], I am confident I can help elevate your visual narrative and mentor your design team toward even greater creative output.

I have attached my resume and a link to my portfolio for your review. I would appreciate the opportunity to discuss how my vision aligns with the goals of [Company Name]. Thank you for your time and for the recommendation via [Referral Name].

Best regards,

[Your Signature]

[Your Printed Name]