

CREATIVE DIRECTOR

[YOUR NAME] | [PORTFOLIO URL] | [PHONE] | [EMAIL]

[DATE]

[RECIPIENT NAME]
[RECIPIENT TITLE]
[AGENCY/COMPANY NAME]
[ADDRESS]

RE: Referral from [REFERRING PERSON'S NAME] for Creative Director Position

Dear [RECIPIENT NAME],

I am writing to express my interest in the Creative Director position at [COMPANY NAME]. [REFERRING PERSON'S NAME], with whom I worked closely at [PREVIOUS COMPANY/PROJECT], suggested I reach out to you regarding this opportunity, noting that my background in [SPECIFIC CREATIVE DISCIPLINE] aligns with your current vision for the team.

With [NUMBER] years of experience leading cross-functional teams and shaping brand identities for clients like [NOTABLE CLIENTS], I have developed a leadership style that balances high-level conceptual thinking with rigorous execution. In my most recent role at [CURRENT/PREVIOUS COMPANY], I was responsible for [KEY ACHIEVEMENT OR SUCCESS METRIC], which resulted in [SPECIFIC RESULT].

I have long admired [COMPANY NAME]'s approach to [SPECIFIC CAMPAIGN OR BRAND TRAIT]. Given your focus on [CURRENT COMPANY GOAL], I am confident that my expertise in [CORE SKILL 1] and [CORE SKILL 2] would allow me to contribute immediately to the studio's creative output and cultural growth.

My portfolio, which includes case studies for [PROJECT A] and [PROJECT B], can be viewed at [LINK]. I would appreciate the opportunity to discuss how my creative philosophy and leadership experience can support the next evolution of [COMPANY NAME].

Thank you for your time and for the recommendation via [REFERRING PERSON'S NAME].

Best regards,

[YOUR NAME]