

[Your Full Name]
[Your Portfolio URL]
[Phone Number]
[Email Address]

[Date]

[Hiring Manager Name]
[Department Name]
[Company Name]
[Company Address]

Dear [Hiring Manager Name],

I am writing to express my interest in the In-House Graphic Designer position at [Company Name]. I was recently informed of this opening by [Referral Name], who [briefly describe relationship/context, e.g., works in your marketing department], and they suggested that my design aesthetic and technical skills would be a strong fit for your creative team.

As a designer with [Number] years of experience, I specialize in translating brand identities into cohesive visual narratives across digital and print mediums. Having followed [Company Name]'s recent work on [Specific Project or Campaign], I am impressed by your commitment to [Specific Brand Value/Style] and am eager to contribute to the continued evolution of your in-house brand standards.

In my previous role at [Previous Company], I successfully:

- Managed end-to-end design projects from conceptualization to final production.
- Collaborated with cross-functional teams to ensure brand consistency across all departments.
- Improved design workflow efficiency by [Percentage/Metric] through [Specific Software or Method].

I have attached my portfolio and resume for your review. I look forward to the possibility of discussing how my background in [Specific Skill, e.g., Typography/Motion Graphics] can support the visual goals of [Company Name].

Thank you for your time and consideration.

Sincerely,

[Your Signature]
[Your Printed Name]