

[Your Full Name]
[Your Portfolio Link / Website]
[Your Phone Number]
[Your Email Address]

[Date]

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

Dear [Hiring Manager Name or "Design Team"],

I am writing to express my interest in the Junior Graphic Designer position at [Company Name]. I was encouraged to apply by [Referral Name], who currently works as a [Referral's Job Title] within your organization.

Having recently completed my studies in [Degree/Program Name], I have developed a strong foundation in [Key Skill, e.g., Typography, Branding, or Layout Design]. My technical proficiency includes [Software, e.g., Adobe Creative Suite, Figma], which I have utilized to deliver creative solutions for [Briefly mention a project or internship experience].

[Referral Name] has spoken highly of your team's commitment to [mention a specific company value or project style], and I am eager to contribute my design perspective and eagerness to learn to your upcoming projects. My portfolio showcases my ability to translate conceptual ideas into visually compelling designs that align with brand objectives.

I have attached my resume and portfolio for your review. I look forward to the possibility of discussing how my skills and fresh perspective can support the creative goals of [Company Name].

Sincerely,

[Your Signature]
[Your Typed Name]