

[YOUR FULL NAME]

[PHONE NUMBER] [EMAIL ADDRESS] [PORTFOLIO URL/LINKEDIN]

[Date]

[Hiring Manager Name]

[Company Name]

[Company Address]

RE: [Job Title / Reference Number]

Dear [Hiring Manager Name],

[Introduction: Hook the reader. State the position you are applying for and why your specific background makes you the ideal candidate for this specific brand or company.]

KEY IMPACTS & ACHIEVEMENTS

- [Major Achievement: Use data or metrics if possible]
- [Relevant Skill: Describe how you applied this to solve a problem]
- [Unique Value: What sets your portfolio apart from others]

[Body Paragraph: Elaborate on your creative process or technical methodology. Discuss a specific project from your portfolio that aligns with the company's current goals or design aesthetic.]

[Closing: Reiterate your enthusiasm. Mention your desire for an interview to discuss how your skills can contribute to [Company Name]'s upcoming projects.]

Best Regards,

[YOUR NAME]