

[YOUR NAME]

[Phone Number] [Email Address] [Portfolio URL/LinkedIn]
[Current Date]

[Hiring Manager Name]

[Title]

[Company Name]

[Company Address]

Dear [Hiring Manager Name],

[Introductory paragraph: Mention the specific position you are applying for and why your unique background in graphic design makes you a perfect fit. Briefly state your years of experience and your primary area of expertise.]

[Body paragraph 1: Highlight specific achievements. Use metrics if possible. Mention your proficiency in industry-standard tools like Adobe Creative Suite and your understanding of visual hierarchy, typography, and brand identity.]

[Body paragraph 2: Discuss your design philosophy or process. Explain how you translate business goals into compelling visual narratives. Mention your ability to collaborate with cross-functional teams and handle feedback loops effectively.]

[Concluding paragraph: Reiterate your enthusiasm for the brand and the role. State your desire for an interview to discuss how your skills can contribute to the team's upcoming projects.]

Sincerely,

[Your Signature]

[Your Printed Name]

Graphic Design Application [Portfolio Reference Code/ID]