

[YOUR NAME]

[Phone Number] [Email Address] [Portfolio URL]

[City, Date]

[Hiring Manager Name]

[Company Name]

[Company Address]

Dear [Hiring Manager Name],

[Introductory paragraph: State the position you are applying for and why your specific design aesthetic and technical skills make you a strong candidate. Mention your years of experience and core specialties.]

[Body paragraph 1: Discuss your creative process. Explain how you translate complex briefs into visual solutions. Mention specific tools like Adobe Creative Suite, Figma, or motion graphics software.]

[Body paragraph 2: Highlight a specific achievement or project. Use metrics if possible, such as "increased brand engagement by X%" or "realigned visual identity for a global client base."]

[Conclusion: Summarize your enthusiasm for the brand's specific style and your desire to contribute to their design team. Mention your availability for an interview.]

Sincerely,

[Your Name]