

[FIRST NAME]
[LAST NAME]

[PORTFOLIO LINK]
[EMAIL ADDRESS]
[PHONE NUMBER]

[DATE]

REF: **[JOB TITLE]**
ID: **#[JOB ID]**
[RECIPIENT NAME]
[COMPANY NAME]
[STREET ADDRESS]
[CITY, STATE ZIP]

Dear [Hiring Manager Name],

[Introduction: State the position you are applying for and a brief overview of your professional identity. Mention your primary design philosophy or specialty.]

[Body Paragraph 1: Detail your professional experience. Focus on specific achievements, the impact of your visual solutions, and technical proficiency in industry-standard tools.]

[Body Paragraph 2: Discuss your approach to problem-solving through design. Explain how you bridge the gap between aesthetic goals and business objectives.]

[Conclusion: Reiterate interest in the role and your enthusiasm for the company's specific brand aesthetic. Include a call to action regarding a portfolio review or interview.]

Respectfully,

[SENDER NAME]
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