

[FULL NAME]

[Phone Number] • [Email Address] • [Portfolio URL] • [Location]
[Date]

[Hiring Manager Name]

[Title]

[Company Name]

[Company Address]

Dear [Hiring Manager Name],

[Opening Paragraph: State the position you are applying for and why your specific aesthetic and technical background aligns with the company's brand identity.]

[Body Paragraph 1: Highlight key achievements. Mention specific software proficiency-Adobe Creative Suite, Figma, etc.-and how you have used design to solve business problems or increase user engagement.]

[Body Paragraph 2: Discuss your design philosophy. Briefly explain your approach to minimalism, typography, or visual storytelling and how this contributes to high-quality project delivery.]

[Closing Paragraph: Reiterate your interest and offer a call to action regarding an interview or portfolio review.]

Best regards,

[Full Name]

Enclosure: Resume, Portfolio Link