

[YOUR NAME]

Creative Director

[Phone Number]
[Email Address]
[LinkedIn Profile]
[City, State]

[Date]

[Hiring Manager Name]

[Title]

[Agency Name]

[Agency Address]

Dear [Hiring Manager Name],

[Opening Paragraph: Mention the specific role and your high-level years of experience. State your creative philosophy and how it aligns with the agency's recent work or reputation.]

[Second Paragraph: Highlight leadership. Discuss your experience managing multi-disciplinary teams (design, copy, motion, UX). Mention your ability to mentor talent and foster a culture of innovative thinking.]

[Third Paragraph: Focus on results. Detail a specific high-impact campaign or client win. Use metrics such as ROI, brand engagement, or industry awards to demonstrate the effectiveness of your creative direction.]

[Fourth Paragraph: Bridge the gap. Explain why this specific agency is the right fit for your next move. Mention specific clients of theirs or a strategic direction they are taking that excites you.]

Thank you for your time and consideration. I look forward to the possibility of discussing how my vision can contribute to the continued success of [Agency Name].

Sincerely,

[Your Name]