**LETTER TEMPLATE
GRAPHIC DESIGNER COVER LETTER**

**[Name]**

**[Address]**

**[Zip Code]**

**[Telephone Number]**

**[Website/LinkedIn Link]**

**[Date]**

Dear **[hiring manager’s title and last name, or their first name]**,

I found your advertisement for the **[Job Title]** and am very interested in the position. My experience in graphic design and ability to **[#1 skill]** and **[#2 skill]** makes me the perfect candidate for the job. I know my skill set and industry knowledge will be invaluable to **[Company name]**.

I am most impressed by **[notable milestones or characteristics you appreciate about the company/institution]** and have some great ideas of my own to contribute. When I worked on **[mention a successful project/initiative you were involved in]**, we managed to **[describe the result(s) of the project]**. I believe your **[project or company initiative you are especially interested in]** will make waves in the industry and I’d feel privileged to be a part of such an innovative team.

In my role as **[current or previous position]**, I achieved **[describe accomplishment(s) and strengthen it with a statistic, if possible]**, which improved **[mention the effect this accomplishment had on the organization or company in question]**. Most recently I attended **[relevant workshops/courses/training you’ve completed]** that helped me sharpen my **[key skills or valuable attributes]**.

I have attached my resume and [mention any other documents that were requested, if applicable]. If you like my ideas, I have many more I’d like to discuss with you.

Sincerely,

**[Full name]**