**GRAPHIC DESIGN COVER LETTER**

Dear **[Agency Director or HR Rep’s Name]:**

When I came across the advertisement for the **[Graphic Design Position]** at **[Company or Agency Name]**, I became very excited. Since I’ve been a **[Current or Last Graphic Design Job]** for the last **[##]** years, I’ve become highly skilled in **[e.g., Website Elements, Video Editing, Photoshop, Illustrator, Brand Identity Design, Creative Marketing, etc.].** I just know that I would be a great addition to your creative team and for your upcoming design projects.

In the employment listing, it says you’re looking for a **[e.g., Web Designer, Logo Designer, Photoshop Specialist, etc.]** with knowledge on **[Refer to the Job Requirements].** While working as a **[Current or Last Job Title]** at **[Current or Last Company],** I became quite skilled in **[List of Graphic Design Related Responsibilities, Supported by Metrics for More Oomph].** I know that I could bring similar results over to **[Agency or Company Name].**

It is really inspiring to me that, at **[Agency Name],** you **[Be Honest and Give Something You Truly Admire About This Agency].** On top of that, your **[e.g., Mission Statement, Volunteer Efforts, Contributions, etc.]** are amazing and perfectly in line with my own values. I would be honored to be considered for the open position at **[Agency Name].**

Can we make the time to have a call or meeting to examine in more detail how my graphic design skills could help **[Agency Name]** reach your upcoming creative targets?

Sincerely,

**[Digital Version of Your Signature]**

**[Full Name]**

**[Phone Number]**

**[Email Address]**