**7822 Russell Street  
New Haven, CT 63534**

**November 27, 20XX**

**Mr. Courtney Jenson  
Manager HR  
AT&T Interactive  
9011 Ten Coat Lane  
New Haven, CT 88888**

**Dear Ms. Jenson:**

I am enthusiastically writing in response to your advertisement for the position of a Web Designer at AT&T Interactive. As a creative minded individual with over 5 years of functional web designing experience, I am ready to leverage my capabilities to contribute to your bottom line.

As indicated in the enclosed resume, I have a considerable experience in web designing applications and tools. My ability to create precise web designs – that are easy to maintain, revise and expand – has been commended by managers many times. Moreover, I take pride in my capability to implement effective search engine optimization strategies with all designs that I made. Additionally, I have a track record of creating user friendly web designs for new users. This quality helped non-technical visitors to easily understand the website content, consequently, converted them into returning visitors.

With a great web designing acumen, I look forward to a meeting with you to discuss my aspirations in details. I will call you after some days to follow up on this letter. Please feel free to call me at (002) 444-XXXX if you need any further information from my side.

Thank you for your time and consideration.

**Truly yours,**

**(Signature)  
Caleb Brown**