**[Today’s Date]**

**[341 Company Address**

**Company City, State, xxxxx**

**(xxx) xxx-xxxx**

**hiring.manager@gmail.com]**

**Dear Mr. /Mrs. /Ms. (Manager’s Name),**

I am writing this letter to express my interest in the graphic designer opening as advertised on **[Website’s Name].**

From day one, I believe that I can begin making valuable contributions to the design team at **[Company Name]**. I possess a wide range of abilities that combine innovative art and design principles. Furthermore, my expert knowledge of Adobe Creative Suite, HTML, and CSS will allow me to play a crucial role in the implementation of your design initiatives.

The following are highlights of my skills and accomplishments:

Lead a team of five designers to develop and implement the graphic, layout, and production communication materials while helping clients cut their costs by an average of 12%.

Oversaw the efficient use of production project budgets ranging from $2,000 – $25,000

Developed numerous marketing programs **(logos, brochures, newsletters, infographics, presentations, and advertisements)** that have improved client transactions by an average of 45%

Time Management Skills: Manage up to 5 projects or tasks at a given time while under pressure to meet strict weekly deadlines

Enclosed is my resume for your review. I welcome the opportunity to discuss with you personally how my skills and strengths can best serve your company. I appreciate your time and consideration.

**Sincerely,**

**[Your Name]**