**[Date]**

**[Department Name]**

**[Company Name]**

**Dear Ms. Smith,**

Perhaps your graphics department needs a professional with demonstrated creativity and technical skills along with a strong desire to continue learning and to succeed. If so, the qualifications I can offer to your department include the following:

* Design/illustration experience. Earned a Bachelor’s degree in Illustration from the University of Hartford and acquired extensive training in illustration and design/graphics, utilizing computer software programs such as Aldus FreeHand, QuarkXPress, and PageMaker with a Macintosh system.
* Award-winning talent. Recipient of several awards/ honors for my artistic talent and academic achievements: the Faith Ferguson Art Award, first place winner in the Honors Art class, and membership in the National Art Honor Society. Many of my illustrations were selected and displayed in the Senior Illustration Show.
* Technical skills. Proficient in using various media, including oils, acrylics, gouache, scratchboard, pen and ink, cut paper, color pencils, watercolors, image processing, and etching. Credited for my innovative approach, a great eye for color, excellent technique, and an ability to generate clever ideas.

In both educational and employment settings, I have proven myself to be a dependable, hardworking individual who is always prepared, well organized, and able to manage multiple projects/assignments. I take great pride in the quality of my work, never having missed a single deadline. Additionally, I possess excellent interpersonal skills, am team-oriented, and am willing to “go the extra mile” as needed.

I would welcome a conversation to discuss the contributions I can make to your department, even if you do not have a position available now. I am eager to begin a career in my chosen profession and look forward to speaking with you soon. Thank you for your consideration of my qualifications.

**Very truly yours,**