**Your Name**

**Your Address**

**Your City, State, Zip Code**

**Your Phone Number**

**Your Email**

**Date**

**Name of Contact**

**Position**

**Company**

**Address**

**City, State, and Zip Code**

**Dear [Name of Contact];**

**Greetings!**

I am interested in filling your job vacancy for a graphic design project as per your ad on [source].

I have a bachelor’s degree in [undergraduate degree] from [name of college or university]. I am currently working as a graphic artist at [name of current company]. My experience with different graphic design techniques leads me to believe that I will be a good addition to your company.

[Include other necessary information, such as previous projects and experiences if applicable]

I attached my portfolio along with my resume for you to review. Please do not hesitate to contact me via phone or email at your convenience so that we can set up an interview.

Thank you for the opportunity and I hope to hear from you soon.

**Sincerely,**

**[Your name and signature]**