**Mr Philip Smith  
Hiring Manager  
Web Design & New Media Company  
Made Up Road  
London  
B18 6NF**

**4th January 20XX**

**Dear Mr Smith,**

I am interested in applying for the position of web designer at your company and would like you to consider me for the role.

I have a background in web development and experience of successfully designing a websites layout, usability and appearance. Over the last few years, I’ve had the opportunity of working for several web design companies, this has given me extensive web designing knowledge and technical skills.  
    
A quick review of my attached resume will show that I have been involved in the creation of over twenty comprehensive websites that incorporated dynamic images, flash integration, ecommerce capabilities and scripting languages. I also possess excellent communication skills and am comfortable working on projects as part of a team or individually.

If acceptable, I will contact you next week to confirm your receipt of my application, however please free to contact me if you require clarification or any further information.

**Yours sincerely,**

**Mary Stevens  
444 Anywhere Road  
Birmingham  
B18 6NF  
Mobile: 0121 638 XXXX  
Email:**[**abcd@email.com**](mailto:abcd@email.com)