**50 Grey Street  
Kettleshulme  
SK12 4QX**

**077 4478 XXXX  
abcd@email.com**

**22/02/20XX**

**The Wiz  
90 Hindhead Road  
East Buckland  
EX32 7QY**

**Dear Sir/Madam,**

Re: Graphics Designer

I became really excited when I saw your Graphics Designer vacancy on Yorkshire University’s Career website.

I have more than three years of experience in Graphics Design and Web Development. I am confident that my solid education background in Design and Technology, together with my practical experience as a proven Web Developer, will make me an ideal candidate for the job.

In addition to my design and technical skills, I am also an excellent communicator, listener and team player; all of which I know are absolutely vital attributes required to become a competent Graphics Designer in a busy working environment.

I am particularly interested in working for The Wiz because of its prestigious standing in the Design and Technology industry. Many of the projects that The Wiz has undertaken demonstrate the company’s commitment to innovation and progression of technology; something which I really want to be a part of and contribute towards, since that is the future.

Please find attached my CV. If you have any further questions please contact me at your convenience. I’m looking forward to hearing from you soon!

**Yours faithfully,**

**XYZ**