**Katie Roark**

**123 Main Street, San Francisco, CA 94122  
Home : 415-555-0000 Cell: 415-555-XXXX  
email@example.com**

**Dear Ms. Thompson,**

I read with great interest your ad for a Freelance Designer and am submitting my resume for your review and consideration. I hold a Bachelor of Fine Arts in Graphic Design and have been a Freelance Designer for over a decade. I have a list of satisfied customers that have offered to be references and I can provide that list at your request.

Currently I have four major clients that occupy about 10-15 percent of my time each. Though my volume of work fluctuates I feel confident that I could devote at least 60 percent of my time to your needs. Certainly if you have a major project coming up that would require more there's no question I would give it to you. J&B Products is such a diverse company with a wide range of products that my mind raced with ideas as I explored your web page. I am familiar with many different graphic design software packages but consider myself at expert level with CorelDRAW Autodesk 3ds Max Design Adobe Creative Suite and Art Explosion Publisher. Since design is a visual form of communication rather than tell you about my work I'd like the opportunity to show you my portfolio including my Best in Print & Packaging Category Award from the Creativity International Awards.

I look forward to your call. Thank you for your time and consideration.

**Sincerely,**

**XYZ**