**[Address]**

**[Contact Info]**

**[Date]**

**Dear Mr. Wiley:**

A strong technical skill set, a robust work ethic, and productive team collaboration are all essential components to success in creative design. With a recently obtained degree in Graphic Design coupled with my hands-on experience in graphic communications, I am positioned to make a significant impact within your organization as your next Junior Graphic Designer.

My background includes solid internship experience producing marketing and promotional collateral, designing page layouts, producing and updating websites, and performing photo image modifications. With proficiency in a broad range of design software applications—along with my ability to collaborate effectively with clients, peers, and management teams—I am confident that my talents and abilities will significantly benefit Akisa Design in this role.

Highlights of my experience include…

* Contributing to the evolution and success of diverse design projects, such as poster and brochure layout, website updates, photo editing, and logo creation; altering and/or converting graphic elements into correct formats for each project.
* Researching, assisting, and presenting new ideas for a variety of creative marketing campaigns.
* Communicating consistently with clients, discussing their specific design goals, presenting unique visual solutions, and modifying as necessary until achievement of full client approval and consensus.
* Earning a Bachelor of Arts Graphic Design from St. Louis University in 20XX.
* Demonstrating proficiency in all Adobe programs and the comprehensive Microsoft Office Suite.

With my capability of tackling and completing challenging graphic design projects, combined with my steadfast commitment to top-notch quality and production, I am prepared to excel in providing outstanding services to your company. I look forward to discussing the position in detail.

**Thank you for your consideration.**

**Sincerely,  
XYZ**