**[Hiring Manager]**

**[Address]**

**[Contact]**

Dear **ABC**

I am interested in the recently opened position of Graphic Designer in your esteemed company, and would like to submit my application and resume for it. Mr. Philips William, who works as a Project Manager in your company, apprised me about this position. With a master’s diploma in Graphic designing and over 7 years of experience, I am a great candidate for this position.

For last 4 years I am employed as a graphic designer with ABC designing firm. During my tenure with my present and previous employers, I have had the opportunity to develop and hone my skills in different areas of web designing. Thanks to my rich and varied experience, I am today proficient in various types of graphic designing work, including website templates, logo creation, marketing materials like flyers and brouchers, and book covers.

I have experience of working with different designing software, including the following:

* AutoCAD
* Adobe CS Suite
* Dreamweaver
* Quark
* InDesign
* CorelDraw Graphic Suite
* Flash
* Inventor
* Sketch Up Pro
* Other 3D imaging software such as Maya, 3DS Max, Hexagon, Blender, AC3D, CATIA, Cheetah 3D, Flux, and Electric Image Animation System

I strongly believe in offering practical, cost-effective solutions and complete adherence to clients’ recommendations. My focus is on developing solutions that are visually appealing and in consonance with the vision and values of my clients. Some of my notable accomplishments include, but are not limited to, the following:

* Conceptualized and executed a very successful online advertising campaign for a leading international SEO company
* Created highly popular logos for 5 multinational companies, one of which is listed in Fortune 100 companies
* Redesigned the cover page as well as the layout of a leading Men’s magazine

Attached with the application is my resume that provides details about my education, work experience, and professional achievements. I sincerely hope that you will give me a chance to meet you in person to discuss my candidacy further.

**Sincerely,**

**XZY**