**Name  
101 Any Road  
Every Town  
XX1 1YY**

**Mr John Smith  
ABC Company  
All Streets  
Any Town  
AA1 1ZZ**

**(Date)**

**Dear Mr Smith**

I was very interested to read about the advertised post of Web Designer and would like to apply for the position.

You will see from my CV that I am a fully qualified and experienced web design professional who can present innovative and creative solutions to meet clients’ online requirements. My technical knowledge and vision are key to taking the desires and ideas of a client and translating them into a website that will effectively market and grow their business.

I have significant experience of producing strategic solutions in the design and implementation of web applications and the ability to identify opportunities from problems. I am dedicated to fulfilling customer expectations, contributing to a strong team culture and providing a high quality level of work.

I would be keen to discuss my suitability for the post in more detail at interview. Please contact me on (phone number) or at (e-mail address) if you would like to take my application forward.

Thank you for your consideration. I look forward to hearing from you.

**Yours sincerely**

**XYZ**