**LETTER TEMPLATE  
GRAPHIC DESIGNER COVER LETTER**

**[Full Name]**

**[Phone Number]**

**[Email]**

**[Date]**

**[Hiring Manager’s Name]**

**[Company Name]**

**[Company Address]**

Dear **[Hiring Manager Name]**,

I was so excited to see the **[job title]** opening at **[company’s name]**. With my experience in graphic design and expertise in **[list skill]** and **[list skill]**, I’m confident I can help **[company’s name]** achieve its goals.

In my role as the **[current/past job title]** at **[current/previous company’s name]**, I gained experience in **[list main responsibilities]**. I was able to achieve **[discuss major accomplishments and impact as a designer]**. I have learned valued skills in **[list relevant skills]** that I can bring to **[company’s name]**.

I’m eager to join **[company’s name]** because **[reasons you are interested in the role/company]**. I’m impressed by **[discuss one of the company’s projects or values]**. With my enthusiasm and skills in **[list relevant skills]**, I think I would be a great fit for your team.

I have attached my resume for you to learn more about my qualifications. Please feel free to browse through my portfolio at **[link to portfolio]** and contact me at **[contact information]** to set up a time to chat. Thank you for your time and consideration.

Sincerely,

**[Name]**