**LETTER TEMPLATE  
GRAPHIC DESIGNER COVER LETTER**

**[Your Name]**

**[Phone Number]**

**[Email Address]**

**[Date]**

**[HR Manager’s Full Name]**

**[Agency’s Name]**

Dear **[Agency Director or HR Rep’s Name]**,

When I came across the advertisement for the **[Graphic Design Position]** at **[Company or Agency Name]**, I became very excited. Since I’ve been a **[Current or Last Graphic Design Job]** for the last**[00]**years, I’ve become highly skilled in **[e.g., Website Elements, Video Editing, Photoshop, Illustrator, Brand Identity Design, Creative Marketing, etc.]**. I just know that I would be a great addition to your creative team and for your upcoming design projects.

In the employment listing, it says you’re looking for a **[e.g., Web Designer, Logo Designer, Photoshop Specialist, etc.]** with knowledge on **[Refer to the Job Requirements]**. While working as a **[Current or Last Job Title]** at **[Current or Last Company]**, I became quite skilled in**[List of Graphic Design Related Responsibilities, Supported by Metrics for More Credibility]**. I know that I could bring similar results over to**[Agency or Company Name]**.

It is really inspiring to me that, at **[Agency Name]**, you **[Be Honest and Give Something You Truly Admire About This Agency]**. On top of that, your **[e.g., Mission Statement, Volunteer Efforts, Contributions, etc.]** are amazing and perfectly in line with my own values. I would be honored to be considered for the open position at **[Agency Name]**. I look forward to hearing from you.

Sincerely,

**[Full Name]**