Your Name

142 Your Name , Your City , State , xxxxx United States | ( xxx ) xxx-xxxx | your.email @ gmail.com

[ Today ’ s Date ]

[ 341 Company Address

Company City , State , xxxxx

( xxx ) xxx-xxxx

hiring.manager @ gmail.com ]

Dear Mr. /Mrs . /Ms . ( Manager ’ s Name ) ,

I am writing this letter to express my **interest** in the graphic designer opening as advertised on [ Website ’ s Name ] .

From day one , I believe that I can begin making valuable contributions to the design team at [ Company Name ] . I possess a wide range of abilities that combine innovative art and design principles . Furthermore , my expert knowledge of Adobe Creative Suite , HTML , and CSS will allow me to play a crucial role in the implementation of your design initiatives .

The following are highlights of my skills and accomplishments :

Lead a team of five designers to develop and implement the graphic , layout , and production **communication** materials while helping clients cut their costs by an average of 12 % .

Oversaw the efficient use of production project budgets ranging from $ 2,000 – $ 25,000

Developed numerous marketing programs ( logos , brochures , newsletters , infographics , presentations , and advertisements ) that have improved client transactions by an average of 45 %

Time Management Skills : Manage up to 5 projects or tasks at a given time while under pressure to meet strict weekly deadlines

Enclosed is my resume for your review . I welcome the opportunity to discuss with you **personally** how my skills and strengths can best serve your company . I **appreciate** your time and **consideration** .

Sincerely ,

[ Your Name ]

[ Graphic Designer Cover Letter ]