

142 Your Address Blvd

City Name, CA XXXXX

your.name@gmail.com

GRAPHIC DESIGNER



(XXX) XXX-XXXX

[Today’s Date]

[Hiring Manager’s Name]

[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]

Dear Job Seeker,

PLEASE note that you \*must\* install the font files to make this cover letter template work perfectly. It’s very simple to do – **just follow the instructions in the “Read Me” file in the Zip file you downloaded this template from.**

If you’re struggling to write your cover letter, **don’t worry.** You’re in good company – everyone struggles with it. For a high quality cover letter that will land you employment, we recommend [consulting the certified experts at Resume Writer Direct](https://resumewriterdirect.com/cover-letter/?utm_source=CL_Word_Doc&utm_medium=RWD_Link&utm_campaign=RG_Downloads). (Yep, they can also help you with your resume!)

Or, here’s some other content that might help you finish your cover letter.

* [Cover Letter Builder](https://resumegenius.com/cover-letter-builder?utm_source=CL_Word_Doc&utm_medium=Cover_Letter_Builder_Link&utm_campaign=RG_Downloads)
* [How to Write a Cover Letter](https://resumegenius.com/cover-letters-the-how-to-guide?utm_source=CL_Word_Doc&utm_medium=Cover_Letter_Guide_Link&utm_campaign=RG_Downloads)
* [Cover Letter Examples by Industry](https://resumegenius.com/cover-letter-examples?utm_source=CL_Word_Doc&utm_medium=Cover_Letter_Examples_Link&utm_campaign=RG_Downloads)

Oh, and by the way, **you’re also going to need a resume.**

* [Free Resume Builder](https://resumegenius.com/?utm_source=CL_Word_Doc&utm_medium=Resume_Builder_Link&utm_campaign=RG_Downloads)
* [How to Write a Resume](https://resumegenius.com/how-to-write-a-resume?utm_source=CL_Word_Doc&utm_medium=How_to_Write_Resume_Link&utm_campaign=RG_Downloads)
* [Resume Samples by Industry](https://resumegenius.com/resume-samples?utm_source=CL_Word_Doc&utm_medium=Resume_Samples_Link&utm_campaign=RG_Downloads)