

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Company's Name]  
[Company's Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to express my interest in the Graphic Designer position at [Company's Name], as advertised on [where you found the job listing]. With a Bachelor's degree in Graphic Design from [Your University] and [number] years of experience in the field, I am confident in my ability to contribute effectively to your team.

In my previous role at [Previous Company], I was responsible for [specific duties or projects], which significantly improved [specific metric or outcome]. I am particularly drawn to [Company's Name] because of its [specific reason related to the company], and I am eager to bring my creative skills and innovative thinking to your team.

Thank you for considering my application. I look forward to the opportunity to discuss how my skills and experiences align with your needs.

Sincerely,  
[Your Name]