

Your Name  
Your Address  
Your City, State, Zip Code  
Your Phone Number  
Your Email

Date

Name of Contact  
Position  
Company  
Address  
City, State, and Zip Code

Dear [Name of Contact];

Greetings!

I found your ad on [source] and I am interested in applying for the post as Graphic Designer at your company.

I have a bachelor's degree in [undergraduate degree] from [name of college or university]. I am currently working as a graphic artist at [name of current company]. My current post allows me to be very flexible in my technique, which leads me to believe that I am going to be a solid addition to your company.

Attached is a copy of my resume, as requested. I have also added my creative portfolio for you to review if you so wish. Please do not hesitate to contact me via phone or email, at your convenience.

Thank you for this opportunity, and I look forward to hearing from you soon.

Sincerely,  
[Your name and signature]