

September XX, 20XX

John Doe
XX Main St
City, State 55555

Dear John Doe,

I am writing to you because I am very interested in working at New Design Studio. In the past six years, I have been at school working hard to absorb as much knowledge as I can before venturing out into the design industry. I am currently earning my Master's Degree in Graphic Design at Rochester Institute of Technology and will graduate this May 20XX. I believe that my strong education and background in design would make me a uniquely qualified candidate to work within your Creative Service Department as the Creative Services Designer.

I specialize in both print and interactive material using Adobe Creative Suite software and I am proficient in branding and identity, information, publication, and packaging design as well as some web design. In paying very close attention to typography, layout, color, and overall design aesthetic, I can take a project from concept to a final printed piece. By also having valuable industry experience working in a graphic design department over the past three summers, I have the knowledge, skills, and ability to work in a collaborative environment.

With that being said, I am a goal-driven individual who sets very high standards and keeps to them. In being extremely organized and detail-oriented, I have the innate ability to budget my time accordingly, managing all projects set before me. By selecting me as your Creative Services Designer, you will get someone who can efficiently and consistently deliver quality work and thrive in a team environment.

I would warmly welcome the opportunity to discuss in person how my knowledge and experience can bring value to New Design Studio. To see samples of my work, here is a link to my portfolio: www.portfoliourl.com Thank you for your time and consideration.

Sincerely,

Ritchie the Tiger