

[Mention the date]

To,

[Mention the name of the hiring manager]

[Mention the name of the company]

[Mention the appropriate address of the company with all details]

Dear [Mr. /Mrs. /Ms.] [Name of the manager]

As per the recent notice that was published on your website on [mention a date not too long ago], I would like to apply for the job position of graphic designer in [mention the name of the hiring company]. I hope this letter reaches you on time and you give this a read.

I have completed my schooling from [mention the name of a school] and complete my graduation from [mention the name of a college] with [mention the name of a subject which is relevant to the post] as my major subject. From the very beginning I had interest in graphics and becoming a graphic designer is like a dream come true.

Currently I am working with [mention the name of a company except the hiring company] as a graphic designer and I have joined the company from [mention a year]. I have worked here and learnt so many things such as how to use appropriate colors, layout for each graphics, and test graphics across various media and so on. I have even worked with copywriters and creative directors to produce final designs.

I would like to create a very well defined career and working for [mention the name of the hiring company] will help me to do so. From my educational background you can see that it is a perfect match for this job position and I hope I would be a suitable match for this position in your company. I would be waiting for your response and I am in deep hope to work with your reputed company. I hope you will read this letter with the attached resume and reach back to me. Thank you.

With regards,

[Mention the name of the sender]

[Mention the address of the sender]

[Mention the contact details of the sender]