James Brown

238 Broadway

New York

NY

United States

To,

The HR Manager

XYZ Company

354 F 63rd Street

New York

NY 10022

United States

Subject- textile designer cover letter

Respected sir/ma'am,

As soon as you saw that there was a vacancy of [mention the name of the job position] I started applying for this job. I am confident enough that my skills and qualifications will perfectly match with the company's requirements and I will be the perfect fit for this job in your company. I must say that with a proper education background I have proper working skills too and I will be perfect for this job in your company.

I have proper skills and responsibilities like producing sketches and designs to customers, making up set of sample designs, working out design formulas for a group of samples, experimenting with color fabric and texture, developing new design concepts, and making sure that the projects are completed on time, keeping up to date and spotting fashion trends in fabric designs by reading forecast in trend magazines, visiting sites and other sources of ideas for designs etc.

Previously I used worked at [mention the name of another company] as a [mention the name of a job related to this job] and I have worked there for over four years. Working

there has helped me to gain all this knowledge. Apart from my skills and responsibilities, I have a bachelor's degree in fashion design from [mention the name of a college].

I hope that my attached curriculum vitae illustrates to you my huge potential to make a real contribution to your organization. Kindly contact me as soon as possible as I will be eagerly waiting for your response. Thank you so much for your time and consideration. I hope that we will meet soon.

Sincerely,

From

James Brown

[handwritten signature]

[Mention the contact details]

[Mention here, if there is any post note to be given]