

# Reehan Tyler

example@myemail.com | (098) 765-4321

456 My Street, San Diego, CA 76543

---

Christine Key  
American Foods  
123 Your Street,  
Houston, TX 12345  
(123) 456-7890  
example@youremail.com

[month, day, year]

Dear Ms. Key,

Contributing towards a packaging design that won a Good Design Award in 2020 was my most significant commendation to date. The judges cited originality and the masterful use of typography as reasons for my team's victory. I am keen to apply my innovative thinking and outstanding technical ability to create iconic branding at American Foods.

I am aware that American Foods is looking for a candidate with excellent brand awareness who can manage multiple projects under time pressure. I believe that my proven design skills and ability to work to challenging deadlines could make me an asset to your team. My key accomplishments include:

- Completing 100% of my workload on time in 2020, with 45% delivered before the deadline without compromising client satisfaction.
- Receiving written praise from a major client for creating an infographic that boosted the brand's online engagement by 32% in a single month.
- Achieving a promotion in my second year of employment due to my excellent understanding of target demographics' needs.

I would like to discuss how my organization and creative ability can help American Foods achieve its branding goals. Please feel free to get in contact to arrange a suitable meeting.

Sincerely,

Reehan Tyler

P.S. I would love to tell you how I helped reduce my team's production spend by 30% last year!