

Jason Robertson

example@myemail.com | (098) 765-4321
456 My Street, San Diego, CA 76543

Amy Davidson

Arsenal Design Group
123 Your Street,
Houston, TX 12345
(123) 456-7890
example@youremail.com

[month, day, year]

Dear Ms. Davidson,

I am seven years into my career as a graphic designer, and my proudest achievement to date has been winning the 2020 Butterfly Graphic Design Competition. I have long admired Arsenal Design Group from afar — after all, its designers have won the competition mentioned above several times.

My current role, which is the result of two promotions, has allowed me to both hone my graphic design skills and gain experience managing and developing junior designers. Given your firm's emphasis on career development along with graphic excellence, I think I would be a great fit for its culture and design needs.

As for what I can do for Artech, please consider these personal, professional successes:

- Developed the well-received graphical elements used by the Atlanta Zoo in its 2019 rebranding campaign.
- Trained several graphic designers, developing them from entry-level employees to high performers.
- Mastered several graphic design programs, including those in the Adobe suite.

I look forward to an interview with you, during which we can discuss my graphic design skills and managerial style in more detail. Please let me know what time and day are convenient for you.

Best regards,

Jason Robertson

P.S. A coworker once called me a miracle worker, and I'd love to explain why!