

# Michael Lopez

example@myemail.com

(098) 765-4321

456 My Street, San Diego, CA 76543

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**Caroline Rogers**  
**Sunrise Media**  
**123 Your Street,**  
**Houston, TX 12345**  
**(123) 456-7890**  
**example@youremail.com**

[month, day, year]

Dear Ms. Rogers,

At Taylor Design Group, I successfully managed and coordinated graphic design projects worth up to \$480,000 from concept through completion. I believe the combination of my extensive experience, excellent interpersonal skills, and passion for innovation led to my success.

I am excited about bringing my talents and work ethic to Sunrise Media. Your organization is a leader in the industry, and I believe that my skills and creative vision would help you reach your future goals. Some of my past achievements include:

- Effectively motivating and directing design teams to consistently meet deadlines and exceed expectations.
- Helping clients cut costs by an average of 17%.
- Proficiency in Adobe Creative Suite, HTML, and a range of other design, video, and multimedia software.

I would like to set up a time to meet with you to go over some highlights from my print and digital portfolio. Please feel free to contact me with a time that works for you.

Best Regards,

Michael Lopez

P.S. I'd also like to tell you how I contributed to a customer advertising campaign that resulted in their website receiving the Shopify Design Award.