

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Hiring Manager's Name

Company Name

Company Address

City, State, Zip Code

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position listed on [where you found the job posting]. With my background in [Your Field/Industry] and a strong portfolio demonstrating my skills in [specific skills or projects], I am excited about the opportunity to contribute to [Company Name].

Throughout my career, I have developed a diverse portfolio that includes projects such as [mention specific projects or pieces of work]. These experiences have equipped me with the [relevant skills] that are crucial for the [Job Title] role.

I invite you to review my portfolio at [link to your portfolio or website], which showcases my work and my ability to deliver results that align with company goals.

I am particularly impressed with [something specific about the company or its projects] and would love the opportunity to bring my perspective and expertise to your team. I believe that my creative approach and dedication to excellence would make a valuable addition to [Company Name].

Thank you for considering my application. I look forward to the possibility of discussing my application further. Please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

Your Name