

Portfolio Submission

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to submit my portfolio for your consideration for the [Position Title or Opportunity] at [Company/Organization Name]. My background as a multimedia designer has equipped me with a diverse skill set, and I am excited about the prospect of contributing to your team.

Please find my portfolio attached, which showcases a variety of projects that demonstrate my capabilities in graphic design, video production, and digital media. I have highlighted my best work, including [briefly mention a couple of key projects or skills related to the opportunity].

I am passionate about [mention relevant interests or specialties] and am eager to bring my creative vision to [Company/Organization Name]. I would love the opportunity to discuss my work and how it aligns with your needs further.

Thank you for considering my application. I look forward to the possibility of working together.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]

[Your LinkedIn or Website (if applicable)]