

Your Name
Your Address
Your City, State Zip Code
Your Phone Number
Your Email

Date

Contact Name
Title
Company Name
Address City, State Zip Code

Dear Contact Name (First and Last):

I am writing to you to express interest in the graphic design position as advertised on Handshake. As a recent graduate with experience in 3D animation software and the Adobe suite of software, I believe I am a strong candidate for a position at Graphic Design, Inc.

During my time at Florida Atlantic University, I was awarded the top prize in the student design competition for my version of an app that would allow students to learn Japanese characters on their own time.

In addition to maintaining a 3.75 GPA, I have spent a semester at a university in Japan, and I have strong conversational skills in the Japanese language. I believe this would be an asset, as I know your studio does a lot of collaborations with major design studios in Japan.

Although I am a recent college graduate, my maturity, artistic skills, ability to work with others, and knowledge of the Japanese language and culture will make me an asset to your studio.

I have enclosed my résumé and look forward to the opportunity to learn more about Graphic Design, Inc. Thank you for your time and consideration.

Sincerely,

Signature

Your Name