**GRAPHIC DESIGNER COVER LETTER**

February 1, 20XX

Caroline Rogers

HR Director

Sunrise Media

(987) 654-3210

crogers@sunrisemedia.com

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