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

Date

Hiring Manager  
Company Name  
Address  
City, State Zip Code

Dear Hiring Manager:

I'm writing to express my strong interest in the Web Design Specialist position listed on Craigslist.

I have experience designing consumer-focused health-based websites. While much of my experience has been in the business world, I understand the social value of the non-profit sector.

My responsibilities have included the design and development of the site's editorial voice and style, and the daily content programming and production of the website. I worked closely with health care professionals and medical editors to help them provide the best possible information to a consumer audience of patients and health care professionals.

Experience has taught me how to build strong relationships with all departments at an organization. I have the ability to work within a team as well as cross-team.

I can work with web engineers to resolve technical issues and implement technical enhancements, work with the development department to implement design and functional enhancements, and monitor site statistics and conduct search engine optimization.

My salary requirement is in the $70,000 - $80,000 range. However, my salary is negotiable based on the overall compensation package.

I look forward to hearing from you. Thank you for your consideration.

Signature (hard copy letter)

FirstName LastName