# Your Name

Street Address

City, ST ZIP Code

Telephone

Email

Website

Date

Recipient Name

Title

Company Name

Street Address

City, ST ZIP Code

Dear [Recipient's Name],

I am writing to express my genuine enthusiasm and interest in the [Specific Position Name] role at [Company’s Name], a position I discovered [where/how you found the job, e.g., on your company website]. With a solid foundation in fashion design, supported by a [Your Degree, e.g., Bachelor of Arts] in Fashion Design from [Your University], my background aligns well with the qualifications outlined in your job posting.

My most recent position as [Your Last Job Title, e.g., Lead Designer] at [Your Last Company’s Name] involved [specific responsibilities, achievements, projects, e.g., leading a team of designers in creating seasonal collections, liaising with manufacturers, and engaging in trend forecasting to keep our lines current and competitive]. This role honed my skills in [specific skills or areas, e.g., Fashion Design, Project Management, and Team Collaboration], and I am confident in my ability to significantly benefit [Company’s Name] with these capabilities.

What excites me about the opportunity at [Company’s Name] is [specific details about the company, its culture, or projects that attracted you, e.g., your commitment to sustainable fashion, your innovative approach to design, or your reputation as an industry leader]. I am particularly inspired by [a specific project or aspect of the company] and am eager to contribute my share towards its success and evolution.

Thank you for considering my application. I am looking forward to the opportunity to further discuss how I can contribute to the amazing work happening at [Company’s Name].

Warm regards,

[Your Name]