

Dear Ms. Smith,

I am a passionate graphic designer and wish to inquire about openings in the art department at Goldwood Media. I read about your company in the feature article published by *Design Weekly*, and I was impressed by your unique development process and successful mass marketing campaigns. I am interested in pursuing a career in graphic design, and I would like to learn more about opportunities at your company.

I graduated from the University of California, Berkeley with a Master of Fine Arts degree in Graphic Design. During my studies, I completed an internship in the design department of Tangential Productions, LLC. Since then, I have gained experience working on the production of *Leisure* magazine.

At your earliest convenience, please let me know when we can speak further. I would like to meet with you for an interview so we can discuss the details about openings at Goldwood as well as my qualifications. I can be reached by phone at (303) 555-4444 or email at [thomasanderson@email.com](mailto:thomasanderson@email.com).

Thank you for your time and I look forward to hearing from you.

Sincerely,  
Thomas Anderson