

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Organization/School Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in applying for the Junior Graphic Designer position at [Organization/School Name]. With a strong background in graphic design and a passion for creative storytelling, I believe I am a suitable candidate for this role.

I have attached my resume and portfolio for your review. I am very excited about the opportunity to contribute to your team and look forward to the possibility of discussing my application further.

Thank you for considering my application.

Sincerely,  
[Your Name]