

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the creative writing position at [Company's Name] as advertised on [where you found the job listing]. With a passion for storytelling and a background in [your relevant experience or education], I am excited about the opportunity to contribute to your team.

In my previous role at [Previous Company/Organization], I successfully [describe a relevant accomplishment or project related to creative writing]. This experience honed my skills in [specific skills relevant to the job], and I believe it aligns closely with the innovative projects at [Company's Name].

I am particularly drawn to [something specific about the company or its projects], and I am eager to bring my unique voice and perspective to [describe what you would contribute to the company's projects or goals]. I have attached my portfolio, showcasing my previous work that reflects my style and versatility as a writer.

Thank you for considering my application. I look forward to the opportunity to discuss how my skills and experiences align with the needs of your team.

Warmest regards,

[Your Name]
[Attachment: Portfolio]