

**\*\*Template Example:\*\***

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**\*\*[Your Name]\*\***

[Your Address]

[City, State, Zip]

[Your Email]

[Your Phone Number]

[Date]

[Client's Name]

[Client's Company]

[Company Address]

[City, State, Zip]

Dear [Client's Name],

I hope this message finds you well. My name is [Your Name] and I am an aspiring designer eager to start my career on Upwork. I am excited about the opportunity to work on your project titled "[Project Title]" and I believe my skills in [specific skills relevant to the project, e.g., graphic design, UI/UX design] make me a great fit.

As a novice designer, I have [mention any relevant experience, such as internships, school projects, or personal projects]. I have a strong foundation in [software/tools you use, e.g., Adobe Creative Suite, Sketch, Figma] and a passion for creating visually appealing and user-friendly designs. I am particularly drawn to your project because [mention what excites you about the project or the client's brand].

To give you an idea of my style and capabilities, I have included links to my portfolio: [link to portfolio]. While my experience may be limited, I am committed to delivering high-quality work and I am eager to learn and grow throughout this process.

I am confident that my fresh perspective and enthusiasm will bring value to your project. I would love the chance to discuss it further and understand your vision.

Thank you for considering my application. I look forward to the opportunity to work together!

Best regards,

[Your Name]

[Your Upwork Profile Link]

[Optional: Link to Portfolio or Website]

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