

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

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

Dear [Recipient's Name],

I am writing to express my interest in the [Job Title] position at [Company Name] as advertised on [where you found the job listing]. With a strong background in user experience design and a passion for creating intuitive and user-centered products, I believe I would be a valuable addition to your team.

In my previous role at [Previous Company Name], I successfully [briefly describe a relevant project or achievement]. This experience has equipped me with the skills needed to conduct user research, create wireframes and prototypes, and collaborate effectively with cross-functional teams to deliver compelling design solutions.

What excites me most about the opportunity at [Company Name] is [mention something specific about the company or team that interests you]. I am eager to bring my expertise in [specific skill or tool] to further enhance the user experience for your customers.

Thank you for considering my application. I look forward to the opportunity to discuss how my skills and experiences align with the goals of [Company Name]. I am available for an interview at your convenience and can be reached at [your phone number] or [your email].

Warm regards,
[Your Name]