

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]
[Date]
[Hiring Manager's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Hiring Manager's Name],
I am writing to express my interest in the [specific position title] at [Company Name] as advertised [where you found the job listing]. With a background in UX design and a passion for creating user-centered solutions, I am excited about the opportunity to contribute to your team. In my previous role at [Your Previous Company Name], I successfully [describe a relevant experience, project, or achievement]. This experience taught me [mention skills or lessons learned that relate to the job]. I am particularly drawn to [Company Name] because of [mention something specific about the company or its products/services that appeals to you].

I am skilled in [list relevant skills or tools, e.g., wireframing, prototyping, user research] and have a solid understanding of [mention any relevant methodologies, e.g., Agile, Design Thinking]. My portfolio showcases [provide a brief description of what your portfolio includes and how it demonstrates your capabilities].

I am eager to bring my expertise in UX design to [Company Name] and help [mention an objective or goal relevant to the company or team]. I look forward to the possibility of discussing how my background, skills, and enthusiasms align with the needs of your team.

Thank you for considering my application. I hope to discuss my application in more detail in an interview. I am available at your earliest convenience and can be reached at [Your Phone Number] or [Your Email Address].

Sincerely,
[Your Name]