[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[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 [Job Title] position at
[Company Name] as advertised [where you found the job posting]. With a
background in user experience design and a passion for creating intuitive
and engaging digital products, I am excited about the opportunity to
contribute to your team.
In my previous role at [Your Previous Company], I successfully [briefly
describe relevant experience or accomplishment]. This experience honed my
skills in [mention specific UX skills, tools, or methodologies] and
deepened my understanding of user-centered design principles. I am
particularly drawn to [Company Name] because of [specific reason related
to the company or its products] and believe my expertise aligns well with
your vision.
I am eager to bring my skills in [mention one or two relevant skills or
tools related to the job] to [Company Name]. I am confident that my
collaborative approach and commitment to user advocacy will make a
meaningful impact on your projects.
Thank you for considering my application. I look forward to the
opportunity to discuss how my background, skills, and enthusiasms align
with the goals of [Company Name]. I am available for an interview at your
earliest convenience and can be reached at [Your Phone Number] or [Your
Email].
Warmest regards,
[Your Name]
[LinkedIn Profile or Portfolio Website, if applicable]