

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to express my interest in the [specific position or project] at [Company Name]. With a strong background in user experience design and a passion for creating intuitive digital experiences, I am excited about the opportunity to contribute to your team.

In my previous role at [Previous Company], I successfully [describe a relevant project or achievement that highlights your skills]. This experience honed my ability to design user-centered solutions and collaborate effectively with cross-functional teams.

I am particularly drawn to [mention what you admire about the company or its projects], and I believe that my skills in [specific skills related to XD design] will be a valuable addition to your team. I am eager to bring my expertise in [mention relevant tools or methodologies] to create exceptional user experiences at [Company Name].

Thank you for considering my application. I would be thrilled to discuss how I can contribute to your team and help achieve your design goals. I look forward to the opportunity of speaking with you.

Warm regards,

[Your Name]

[Your LinkedIn Profile or Portfolio URL] (optional)