**Ricky Elliott**

[Street Address] New York, NY 55900 • [Email Address] • (555) 555-5555

**Today’s date**

Ms. Elizabeth Martin, Chief Design Officer

Company name

Address, City, State, zip

**Re: Application - Fashion Designer Position**

Dear Ms. Martin,

I learned that there is an opening at your company for a fashion designer and I am pleased to attach my resume.

I have more than ten years developing new fashions in the clothing and other textile industries and would be interested in using my skills for the mutual benefit of your company and myself. I have a BFA from DEF University but I am constantly upgrading my knowledge by participating in advanced fashion courses as an instructor and as a student.

My vision of bringing a new trend to light includes:

* Designing new clothing (casual, business, eveningwear, and plus sizes) and linens.
* Choosing the colors and fabrics best suited to bring out the beauty of the item while ensuring longevity of the item and comfort.
* Supervising the staff of seamstresses.
* Suggesting any adjustments.
* Ordering supplies and negotiating with factory staff.
* Presenting the finished product at fashion shows and through print media.

I can design from scratch or will sit with clients and build their ideas into exquisite creations.

I would appreciate the opportunity to meet with you in person and show you samples of my work. You can reach me easily at 222-333-4545 or by emailing me at [Email Address].

Thank you very much for your consideration.

Sincerely,

**Ricky Elliott**

**Attachment: Resume**