**Kevin Griffin**

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**Today’s date**

Mr. Billy Perry, Hiring Manager

Company name

Address, City, State, zip

Re: Web Designer, Advertised on Techie-Times Job Board

Dear Billy Perry,

I came across your job posting for a web designer in the Techie Times this week, and am attaching my resume for your review.

I have designed many successful websites in my 15 years of working in the field and would be greatly interested in meeting you for the opportunity to add your clients to my roster of extremely satisfied customers.

I meet with clients to hear what they expect the site to appear like and how they’d like the pages to link to each other, and maintain contact during the design process. I carefully test sites to ascertain they function smoothly on computers and smart phones and with different browsers, and have participated in developing apps.

I am proficient in Adobe Illustrator InDesign, Photoshop, and Bridge, and very familiar with CSS, Joomla, WordPress, and xHTML. I can animation to web pages and include advertising in a manner that doesn’t feel distracting or annoying.

I would really like to meet with you and show you some of my work and hear about the types of web design that you envision for your company and your clients.

I’m sure that we can have a productive session and if it results in my employment, that’s great.

Thank you for your time.

Kevin Griffin