**Robert Smith**

***Contact details***

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**Freelance Graphic Designer**

[Today’s Date]

[341 Company Address]
[Company City, State xxxxx]
[(xxx) xxx-xxxx]
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager’s Name],

I want to highlight my essential skills that are overlapping with your job description for Freelance Graphic Designer Role. I have acquired unique skills like designing graphical interpretation and superb presentation skills to qualify as your Freelance Graphic Designer.

Following are the steps, I tend to perform from the beginning to completion of the project to ensure its timely delivery:

* Develop highly creative graphic designs as work samples.
* Work closely with clients to understand project specifications.
* Create concept imagery for clients’ approval.
* Perform needed steps to create high-quality visual graphics ensuring correct size and minute detailing.
* Constant interaction with art directors and business stakeholders to get approval on every stage of development.

Being a Freelance Graphic Designer, I have access to the latest graphic designing tools and possess an incredible knowledge of trending market developments.

Thank you for reviewing my candidacy for the role of Freelance Graphic Designer. I have enclosed my resume in order to deliver comprehensive knowledge about my educational path and professional breakthroughs. I await a chance to further explain my competencies and work portfolio in person with you.

Best Regards,

[Your Name]



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