

**Robert Smith**

**Industrial 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],

When I learned about your need for an Industrial Designer, I hastened to submit my resume for the same. As a seasoned and successful professional with proven experience in designing the concepts for manufactured goods. I have developed skills in designing and upgrading the product with the support of the engineering team.

I am spotlighting my essential role contributions for your review:

* Seek information from the clients and supervisor about the design requirements.
* Draw up the budget and time limit for the project.
* Inspect suitable raw materials and production procedures.
* Prepare product designs and prototypes.
* Presenting the sample sketch before the clients and finalizing the work.

I also possess outstanding technical knowledge that helps me successfully perform a variety of tasks from sketching illustrations to producing storyboards to achieve the client’s preferences is my forte. Therefore, I am well-prepared to relay my experience and skill set to your work environment.

Thank you for reviewing my job responsibilities. I am including my resume to share more details on my education and professional achievements. I look forward to having further discussions with you.

Best Regards,

[Your Name]