



Graphic Designer

Hello, I'm

**Abigail Johnston**

To:

Estelle Darcy  
Recruitment Specialist  
Austen Tech  
123 Anywhere St, Any City, ST 12345

Dear Ms. Darcy,

August 25, 2025

Highlight your achievements, skills, experiences, and training that are relevant to the position you want to get. However, avoid simply repeating the information you included in your resume. Tailor your cover letter to each employer's unique needs. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

Yes, you should maintain a professional air throughout the copy, however, an exceedingly formal tone may turn off those who read it. Remember to also show genuine enthusiasm for the job. You can think of it this way: it's not a suit-and-tie event, but a smart casual gathering. Steer away from highly personal information and questions about the position. This includes talking about salary expectations and company benefits. Instead, reserve such inquiries for the actual interview. Lorem ipsum dolor sit amet, consectetur adipiscing elit.

Make sure you proofread your cover letter before sending it. There are various online tools that can help you catch minor grammatical or typographical errors. Additionally, make sure your cover letter is easy to read. Use a simple font like the one used here. Avoid walls of text, too. Dividing your letter into paragraphs provides. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur.

Sincerely,

**Abigail Johnston**

Graphic Designer

*Abigail Johnston*



Scan my Qr code  
at here

Phone: +1-202-555-0175

Email: name.g.name@gmail.com

Address: 123 Anywhere St., Any City, ST 12345