**Example of letter to send via email**

*From: Sophia.Valen@email.com*

*To: Michael.John@email.com*

*Subject line: Graphic Designer Application - Sophia Valen*

*Dear M. John,*

*My name is Sophia Valen. I am writing to express my strong interest in the position of graphic designer, as published on the Indeed.com website. I recently graduated from Yates University with a 3.8 GPA.*

*Through an internship at G.C. Design Corp. last year, I gained experience in 3D design. I also had the opportunity to study for one semester in Germany, which allowed me to increase my knowledge of German and European design techniques.*

*I am aware your company wants to expand in Germany and I believe my understanding of the German culture and language can be an asset to your company. Moreover, my artistic talent and interpersonal skills can help me thrive on your team.*

*I would welcome the opportunity to interview with you. I have enclosed my resume and will call you within the next week to see if we can talk further about my application. Please follow the link below to view my portfolio. Thank you for your time and consideration. I am looking forward to hearing from you.*

*Sincerely,*

*Sophia Valen*