

Dear Mr. Cronin,

This is to inform you that I would like to apply for the position of 'Web Designer' in your esteemed organization. I came to know about this job opening through your job advertisement posted on www.webjobs.com. Please refer to the attached copy of my resume for any information regarding my profile.

I have completed a bachelor's degree in web designing from St. Louis University. I have also done a technical diploma in Computer Graphics, which covered significant concepts such as Paint Shop, Dreamweaver, Adobe Illustrator, PhotoShop, etc. I have a total work experience of three years in this sector. Prior to this, I was employed with Harbor Software, where I was responsible for the initial planning of the website, formulating the organization and layout, types of colors and images to be used, using HTML language to produce web pages and many other related tasks. If given an opportunity, I can utilize my web designing skills and knowledge to get good business to your organization.

Therefore, I put forth my humble request to attend the interview at your organization. Thank you for your time and consideration.

Your sincerely,
Signature