

Brief Inquiry Letter for Graphic Design Internship

A **brief inquiry letter for graphic design internship** is a concise and professional message sent to potential employers to express interest in an internship opportunity. It typically includes an introduction, a statement of purpose, relevant skills or experiences, and a polite request for consideration.

Template

Dear [Hiring Manager's Name],
I am writing to inquire about potential graphic design internship opportunities at [Company Name]. As a passionate design student with experience in [mention specific skills, e.g. Adobe Creative Suite, branding, web design], I would appreciate the opportunity to discuss how I can support your projects and bring fresh creativity to your team. Thank you for your time and consideration.
Sincerely,
[Your Name]
[Your Contact Information]

Example

Dear Hiring Manager,
I am writing to inquire about potential graphic design internship opportunities at Creative Minds Studio. As a passionate design student with experience in Adobe Creative Suite and branding, I would appreciate the opportunity to discuss how I can support your projects and participate in exciting design challenges at Creative Minds Studio. Thank you for your time and consideration.
Sincerely,
Alex Kim
alex.kim@email.com
(555) 123-4567