

# Freelancer cover letter

Two sample letters, experienced and fresher. Keep the one closer to your situation, replace the text in [brackets] and every detail with your own.

## SAMPLE LETTER: EXPERIENCED

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Dear Hiring Manager,

I am applying for the senior Flutter developer role at [Organisation name]. For the past five years I have worked as an independent mobile developer, and I am now looking to join one product team full-time where I can stay with a codebase for years rather than months.

As a freelancer I have shipped fourteen Android and iOS apps for clients in India and the Middle East. The largest is a booking app for a chain of diagnostic labs, which now handles around 3,000 home sample collections a week; I built it from scratch and still maintain it on a retainer. For a school transport client I rewrote the location-tracking module that kept crashing, and complaints to their parent helpline fell within a month.

Working alone has made me disciplined about written estimates, self-review checklists and clear release notes. I also mentor two junior freelancers on a paid basis, which has prepared me for reviewing a team's pull requests.

I will close my current client commitments within six weeks and can join after that. I can share code samples privately and walk you through any of these projects in detail.

Regards,  
[Your name]

## SAMPLE LETTER: FRESHER

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Dear Creative Director,

I am a freelance graphic designer based in Jaipur, and I am writing to ask whether [Organisation name] takes on freelancers for overflow design work during busy campaign months. Your recent festive work for regional jewellery and apparel brands is the kind of work I most enjoy.

I started freelancing a year ago after a diploma in communication design and a six-month internship at a small advertising agency. Since then I have completed over forty projects for eighteen clients, mostly social media creatives, packaging labels and restaurant menus. One of these, a label redesign for a local pickle brand, helped the owners get listed with two supermarket chains in Rajasthan.

I work in Illustrator, Photoshop and Figma, and I usually return first drafts within two working days. I share editable source files at handover and work from a simple written brief so that revisions stay focused.

I can take on around fifteen hours a week of agency work immediately, on a per-project or monthly retainer basis, and I am comfortable signing a non-disclosure agreement. My portfolio link is below, and I would be glad to do a short paid test brief.

Regards,  
[Your name]

### **BEFORE YOU SEND IT**

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- Treat the letter as a short proposal: say what work you can take on, your weekly capacity and whether you prefer per-project or retainer terms.
- Describe past clients by industry and city rather than by name unless the work is public, and say you are willing to sign a confidentiality agreement.
- Link a portfolio with three to five pieces that match the prospective client's field, and state your usual turnaround time for a first draft or first build.
- When applying for a salaried job, explain in one line why you want a team now, and present freelance years as running a small practice with repeat clients.