

UI/UX Designer 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

Dear Hiring Manager,

I am applying for the Senior Product Designer role at [Organisation name]. Your work on making investing simpler for first-time investors in smaller cities matches the problem I have spent the last four years on, and I would like to take it further with a team that treats research as part of every release.

At my current company, a fintech in Mumbai, I own the onboarding and KYC journey. Session recordings showed that many users dropped off at the video verification step, so I worked with our compliance team to rewrite the instructions and add a pre-check for lighting and network. First-attempt KYC completion went up by roughly a quarter over the next two quarters.

I also set up our design system with a front-end engineer, bringing over 120 components into one shared Figma library with matching code. This shortened design-to-development handoff and reduced visual inconsistencies across our Android, iOS and web apps.

I work in a pod with a product manager, a researcher and seven engineers, and I am comfortable presenting to leadership and defending decisions with data. My notice period is 60 days. My portfolio, with two detailed case studies, is attached.

Thank you for your time. I look forward to the possibility of discussing your design challenges.

Regards,

[Your name]

SAMPLE LETTER: FRESHER

Dear Hiring Manager,

I am applying for the Junior UX Designer role at [Organisation name]. A design agency appeals to me because working across clients in different sectors will teach me how to adapt research and interface decisions to very different users early in my career.

I recently completed a four-month design internship at a small studio in Ahmedabad, where I worked on the booking app for a chain of physiotherapy clinics. I ran eight user interviews with patients over fifty, and we learnt that most of them struggled with the time-slot picker. I redesigned it as a simple list with larger touch targets, and in our follow-up usability test, six of the seven participants booked an appointment without any help.

I also contributed to the studio's component library in Figma, setting up colour and spacing tokens so that developers could pick up screens faster. Before this, I completed a UX certification course and a one-year graphic design diploma, which gave me a strong grounding in typography and layout.

My portfolio, with three detailed case studies, is linked below. I am available to join immediately and happy to complete a design exercise if that is part of your process.

Thank you for your time and consideration.

Regards,

[Your name]

BEFORE YOU SEND IT

- Put your portfolio link in the first or second paragraph, not only in the signature, and make sure it opens without a password or share that password in the email itself.
- Name one case study with its user problem and outcome, so the hiring manager has a reason to open that project first instead of skimming your homepage.
- Leave out a list of every design tool you have touched; Figma is assumed, and the space is better spent on research, work with engineers and measured results.
- Respect client confidentiality: if your best work is under NDA, say so in one line and offer a password-protected walkthrough during the interview instead of attaching screens.