

[Your Name]  
[Your Phone Number]  
[Your Email]  
[Your Portfolio URL]  
[Date]

[Hiring Manager Name]  
[Title]  
[Company Name]  
[Company Address]

Dear [Hiring Manager Name],

I am writing to formally submit my portfolio for the Executive Creative Director position at [Company Name]. With over [Number] years of experience leading cross-disciplinary teams and shaping global brand identities, I have closely followed [Company Name]'s work and admire your commitment to [mention a specific company value or project].

My enclosed portfolio showcases a proven track record of driving business growth through high-level creative strategy, digital innovation, and integrated campaigns. In my previous role at [Previous Company], I led the creative vision for [mention a major client or project], resulting in [mention a specific metric, award, or outcome].

I specialize in:

- Building and mentoring high-performing creative departments.
- Translating complex business objectives into compelling visual narratives.
- Overseeing multi-million dollar production budgets and vendor relationships.
- Fostering a culture of creative excellence and collaboration.

You can access my full body of work and case studies at the following link: [\[Your Portfolio URL\]](#). I have also attached my resume for your review.

I would welcome the opportunity to discuss how my leadership style and creative vision align with the future goals of [Company Name]. Thank you for your time and consideration.

Sincerely,

[Your Signature]  
[Your Printed Name]