

Applicant Name

123 Main Street, Anytown, CA 123 456 · 555-555-5555 · applicant@email.com

July 14, 2022

Rachel Green
Director, Human Resources
Care Arts
123 Business Rd.
Business City, ON 654 321

Dear Rachel Green,

I am writing to apply for your Studio Assistant position with Care Arts. With a background in creative direction and 4+ years of non-profit experience, the description you posted parallels my interests and qualifications perfectly.

Having worked for the non-profit organization Youth & Arts, I have been exposed to a number of aspects of the art world. My experience as a set assistant at the Museum of Art demonstrates my capability of working with others through the creative process of production while meeting the challenges presented to me. Also, my education in Graphic Design has allowed me to learn how to meet client needs and has provided me with strong investigative and analytical skills that will suit your needs for customer assistance.

I would appreciate the opportunity to make a substantial contribution by exploring the business of applied art through your design firm. I welcome the opportunity to meet with you to further discuss my candidacy and will call next week to see if we might arrange a time to speak. Thank you for your time and consideration.

Sincerely,

Signature

Applicant Name