Daniel Applicant

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June 14, 2021

Michael Lee

Director, Human Resources

Acme Arts

123 Business Rd.

Business City, NY 54321

Dear Mr. Lee,

The description you posted for a studio assistant parallels my interests and qualifications perfectly.

With my background in art and psychology, I am confident that I would make a very successful and creative studio assistant. Having worked for the non-profit organization County Arts, I have been exposed to a number of aspects of the art world. My experience as an artist 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 psychology has allowed me to learn the nuances of people and has provided me with good 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 (hard copy letter)

Daniel Applicant