

Micah Smith

Artist
123 Beach Boulevard, San Diego, CA 92101
msmith@youremail.com
(123) 456-7890

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Katie Turner
Senior Art Director
ArtCo
(987) 654-3210
kturner@artco.org

Dear Ms. Turner,

For the past decade, I have been working to improve my craft. I am constantly challenging myself to incorporate new styles and mediums into my art. As a result, I feel that I am more than qualified to fulfill the duties and responsibilities as an artist at ArtCo.

Most recently, in my role as the senior artist at Art Home, I have been a key contributor in developing art programs for the community and ensuring a high-quality work environment for all employees. Some of my proudest accomplishments include:

- Creating an after-school art class for low-income children that achieved a 95% satisfaction rate, according to surveys
- Introducing sustainable art materials to help the business become more environmentally friendly
- Developing an art supply donation program to reduce waste by 30%

As you can see, I am a dedicated artist who would thrive at ArtCo. My passion for art, interest in serving the community, and experience with a variety of projects make me an outstanding candidate for this position. I look forward to hearing back from you.

Sincerely,

(Insert Signature Here)

Micah Smith