

**Daniel Applicant**

123 Main Street, Business City, NY 12345 · 555-555-5555 · [daniel.applicant@email.com](mailto:daniel.applicant@email.com)

Michael Lee  
Director, Human Resources  
Acme Arts  
123 Business Rd.  
Business City, NY 54321

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Dear Mr. Lee,

I am a recent graduate from Cornell College with a degree in Studio Art and Psychology and I will be returning to the Business City, New York area at the beginning of May. In my search for employment opportunities, I found Acme Arts' website and fell in love with the mission of your organization and the ways in which you work with the local community.

Having worked for the non-profit organization County Arts in Mount Vernon, Iowa, 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 as well as contributing creatively through my own artistic mediums such as painting and ceramics. My education in psychology and experience working in food service has allowed me to learn the nuances of people and has provided me with strong problem solving and people skills.

I understand that Acme Arts is not currently hiring, however, I would be very interested in learning more about your organization and if there might be opportunities to apply my skill set with your organization or others you may know of on a volunteer, part-time, or full-time basis in the future.

Please let me know if you'd be willing to set up a brief meeting or phone call to discuss ways I might contribute to your organization and the Business City arts community.

Sincere thanks,

Daniel Applicant  
[daniel.applicant@email.com](mailto:daniel.applicant@email.com)