**![MC900196202[1]]()Jacqueline Henderson**

[Street Address] New York, NY 55900, H: 555-555-5555, [Email Address]

**Today’s date**

Ms. Denise Miller, Hiring Manager

ABC Company

Address, City, State, zip

Re: Art Director Advertised in The TV Times Magazine

Dear Denise Miller,

I am contacting you to submit my resume as well as my contact information for the job posting of art director advertised in this week’s edition of The TV Times.

As you see from reading my resume, I have been working in the art/media field for the past 16 years and have had many successful commercials filmed to my credit.

After earning my MFA from XYZ University, I began working in the television field. I’ve had many commercials aired on national TV and specialize in helping to transform a client’s dream into reality (sometimes I work with the photographer to film scenes with trick photography and sometimes I use animation). I collaborate with the client to choose the focus of the commercial and the mini-plot, and incorporate client feedback into the finished product.

I harness my creativity to find new ways of presenting products and am willing to edit and polish the commercial until it’s perfect.

I would be very interested in stopping by your office for an in-depth interview to clarify my qualifications and determine how my skills can best be used for the benefit of your company.

My contact information is above.

Thank you.

**Jacqueline Henderson**