Don Bass

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| [Street Address] New York, NY 55900 | Email: [email Address] | Phone: 777-666-5555, Mobile: (333) 333-3333 |
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**Today’s date**

Mr. Eli Field

ABC Enterprises

Street Address, City, State, Zip

**Re: Creative Director**

Dear Mr. Field,

When I read your job posting in the Marketing News this week, it was as if your ad grabbed me by the tie and demanded, “Send in your resume now! This position is for you!”.

Attached please find my resume, in which you can see that I have 23 fruitful years of experience working as a creative director, and that I earned an MFA from University of Southern Maine.

I’ve consistently provided creative solutions to clients and executed projects to their complete satisfaction. In addition to leading brainstorming sessions to determine strategies for each brand and client, I’ve specialized in:

* Designing appropriate business plans
* Supervising the entire creative team and coming up with new ideas
* Communicating superbly with clients, customers, and co-workers

In addition to a literal portfolio of projects I’ve worked on, I have a virtual portfolio of idea which I believe will be of great benefit to ABC Enterprises. I would be honored to come to your office to meet with you to discuss this opportunity further in person.

Please contact me at 777-666-5555 or at [yourname@gmail.com] so we can determine a mutually convenient time to meet.

Thank you for your consideration.

Don Bass

**Enclosure: Resume**