**Catherine Sullivan**

[Street Address], New York, NY 55900 • [Email Address] • (555) 555-5555

**Today’s date**

Ms. Teresa Turner, Hiring Manager

Company name

Address, City, State, zip

Re: Makeup Artist Position, Advertised on Future Fashion Magazine

Dear Teresa Turner,

In connection with your ad for a makeup artist published in Future Fashion, I am happy to attach my resume.

As you can read, after attaining my Cosmetologist’s license, I have been using my makeup expertise to produce beautiful, satisfied customers for the past 14 years.

In addition, I have turned young actresses into believable 70-year old wrinkled witches, clean shaven military recruits into scarred, tattooed criminals, and cute pre-teens into fearsome aliens for their respective roles.

My education of different skin types, skin tones, and facial structures underlies my makeup techniques, and I enjoy remaining up to date concerning new techniques being developed and new cosmetics arriving on the market.

I read the script and consult with the director concerning how the actors and actresses should look, and answer all questions regarding the care of the cosmetics, how they are likely to affect the skin, and how to remove them after filming.

I am happy to share my portfolio with you when I come for an interview and you will be amazed at the transformations which I have wrought. I am also willing to do a sample complimentary makeover on one of your office staff to demonstrate my skills.

Please contact me and we can arrange for a mutually convenient time.

Sincerely,

Catherine Sullivan