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| JOHN SMITH |
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| 3665 Margaret Street, Houston, TX 47587 • RichardWilliams@gmail.com • (770) 625-9669 |
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Dear [Hiring Manager’s Name],

Ever since I was a child, I’ve loved transforming people through the art of makeup. My proudest accomplishment was preparing my younger sister for her prom night — she was voted prom queen that evening. Because of my passion for this artform, I’m applying for the makeup artist position at Studio 96.

I’ve worked in several customer service positions since I graduated high school, through which I’ve honed my people skills and improved my ability to work effectively in high-pressure situations. In fact, in my current position at Zara I’ve increased sales by 17% this month.

However, I’ve found that customer service doesn’t satisfy my creative side. Thus, I’m eager to join Studio 96, a company I’ve been a fan of since I learned about the avant-garde approach to makeup application developed under your founder Bianca Del Vanjie.

To meet Studio 96’s needs, I’ve completed the 150-hour course in Makeup Artistry offered by the Los Angeles-based Sonique Academy in my spare time. I’ve also volunteered for the Look Good, Feel Better organization, where I boosted the self-esteem of cancer patients by giving them makeovers.

I am looking forward to hearing back from you. I can be reached at [Your Phone Number] or [Your Email]. Thank you for considering my application.

Sincerely,

[Your Name]