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May 1, 20XX

Ms. Betty Xxxxx
Olympia Arts Council
998 Pineapple Ave NE
Rehoboth, DE 00000

Dear Ms. Xxxxx:

I was so excited when I read in “The Olympian” that you plan to install murals in all the public areas of the Rehoboth Mall and plan to hire a full-time muralist for the project’s duration. What a wonderful idea! I am graduating from Salisbury University in six weeks and would very much like to be considered for the muralist position.

I will graduate with an Art degree and a Management minor. I have painted several murals in private homes, as well as assisting in a mural project for the Salisbury Pine Glen Retirement Home. Also, I was selected by a faculty/staff committee at my university to paint a visionary mural on the Career Center’s large wall space. Everyone was well-pleased and I was awarded a large stipend for the project. I can offer you the advantage not only of a talented artist, but a well-trained and disciplined one. My work recently was chosen “Best in Show” in my university’s juried student art exhibition.

My professors have praised my ability to originate new ideas and communicate them graphically. In mural painting, the ability to interpret rough sketches and verbal instructions to produce creative art works is paramount, and those who’ve commissioned my murals have cited that ability in me. I possess the ability to visualize and evaluate finished products, weigh aesthetic alternatives, and make tasteful choices. My painting classes have provided me with a firm grasp of the painting processes, budget limitations, and best tools, materials, and techniques for mural painting.

I am confident that my designs will align with community tastes. I have some ideas for creating murals that capture events in local history, depicting little known details and the flavor of local lore. Please allow me the opportunity to show you my portfolio of photos of my mural projects, as well as of my many student art projects. I will contact the Arts Council office next week to arrange a time to meet. Thank you for taking the time to consider me for this position.

Sincerely,

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