Dear **Mr. Stewart**,

This letter is in response to your advertisement in the newspaper day before yesterday regarding the vacant Creative Art Director position. Your list of qualifications reciprocates with my credentials which motivated me to apply for this position. With my outstanding credentials, I believe that I would be beneficial to your well-established company.

My extensive   **4 years’** experience as a creative art director that allowed me to enhance my skills in arts and design and helped me to formulate unique designs for advertising. Furthermore, the opportunity to work together with a team of experts in this field has motivated me to grow and become a more competent art director. With these qualities, I believe I can contribute a lot to your company.

Attached herewith is my resume for you to review further my credentials. You may contact me via phone or email using the contact details in the resume, feel free to do so at your most convenient time. I look forward to hearing from you soon. Thank you for your time.

Regards,

**Charles J. Murphy**

**To Use This Documents**

The text inside the brackets which is highlighted is meant to be edited with your text. This is the way you can edit the document as given below:

**To Edit Text:**

1. Point the mouse where you want to edit and delete the sample text and then you can add your text.
2. You can change the size, font & color of the text in the Main Tab: Home

**To Edit Table:**

1. Point the mouse in the table where you want to edit and delete the sample text and then you can add your text.
2. You can adjust the row & column size of the table in the Main Tab: Layout

**To Edit Chart:**

1. Select the chart which is going to edit and then
2. In Main tab: Design -> Edit Data
3. It will open the excel sheet where you can edit the values of the chart