**December 22, 20XX**

**XX Round Street  
Quantico, VA 77888  
jacqueline@example.com**

**Laura S. Alexander  
Lead Makeup Artist  
MaxBeauty Body Salon  
XXXX McVaney Road  
Asheville, NC 28801**

**Dear Mrs. Alexander,**

I’m writing this application for the post of makeup artist advertised on Dec 17, 20XX in “The Job Magazine”. I’ve three years of extensive experience as a makeup artist and want to work with a top class team in a beauty salon like yours.

I’m a certified makeup artist and a skilled hair stylist. I’ve worked on bridal makeup, fashion makeup, theatrical makeup, funeral makeup, etc. I’m also skilled for character makeup and special effects makeup, but my specialization is fashion makeup and I was the makeup artist for the “Beauty Calendar 2013”. As per your advertisement, you’re giving advantages to fashion makeup artists. So I think I’m the perfect match for the post you advertised. I’m also a health and beauty consultant and give advice on cosmetics and makeup. My mobile no. is (000) 008-XXXX and email ID is jacqueline@example.com. Please contact me for further details and interview.

Thank you for accepting my application.

**Sincerely,  
(Your Signature)  
Jacqueline M. Gutierrez**

**Enclosures: Resume, Portfolio**