Barbara Howell

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March 16, 2022

Clyde Bishop, Head of Human Resources

XCJ

9872 Dunbar Ave.
Saratoga Springs, NY 12866

Dear Mr. Bishop

In my pursuit of new creative endeavors, I was excited to find the Executive Creative Director opportunity with XCJ. As a progressive professional with design experience, I believe that I can bring valuable contributions to your team.

Identifying innovative approaches and improved solutions to business challenges motivates and drives me. Observation, inspiration, and determination are my foundation for success. My philosophy is that introducing fresh perspectives and new techniques allow businesses to evolve and grow. Like XCJ, my goal is to remain on the cutting-edge of advancements.

Here are some highlights of my qualifications:

* Planned art and design requirements for visual artists, management companies and internal teams.
* Oversaw, guided and coached over 100 designers and art directors.
* Supervised design and production staff developing innovative designs for marketing projects while managing deadlines.

Moreover, formerly in my Creative Director role, my successes have stemmed from essential skills, including budget adherence and storyboard development. I have enhanced my management abilities and cultivated a significant contributor through time management and innovation. I am a collaborative team player who constantly searches for opportunities to impart valuable insights. With these qualities, I can facilitate positive change and impact outcomes.

For a greater presentation of my background and qualifications, please review my attached resume. I am eager to speak with you and greatly appreciate your consideration.

Portfolio upon request.

Sincerely,

Barbara Howell