Harper Applicant

123 Main Street, Anytown, CA 12345 · 555-555-5555 · harper.applicant@email.com

September 1, 2018

Paul Lee

Director, Human Resources

New Age Gallery

123 Business Rd.

Business City, NY 54321

Dear Mr. Lee,

As a graduating senior from ABC University’s Museum Studies Department (with a minor in Marketing), I was excited to discover your May 25th posting on jobs.com for a Gallery / Marketing Assistant at New Age Gallery.

Saratoga Springs’ Beekman Street art scene is one of the most exciting venues in New York – several our artists in residence at ABC University have shown there, and Amy Renoir in particular speaks highly of her experience coordinating her well-received “Memories in Black” exhibition at New Age Gallery in 20xx. My goal in gaining my degree in Museum Studies has always been to promote the contemporary art scene, and I can think of no place better to launch my career than at New Age Gallery.

Academically, my extensive coursework as an honors student in Museum Studies has enabled me to gain an understanding of how exhibits are coordinated and marketed. As part of my capstone Arts Management course, I worked as an intern for the ABC University Museum. My responsibilities in this role included conducting gallery tours, manning the reception desk and answering phones, creating effective promotions (within a tight deadline) for an upcoming exhibition, and changing out art descriptions on their website. I also coordinated a “meet and greet” happy hour with local artists Mike Angelo, R. M. Brandt, and Hal Bein that raised more than $8000 for our “Friends of the Museum” fund.

Eager to learn more about your gallery operations, I would welcome the opportunity for a personal interview. Please let me know if there is any other information I can offer to support my candidacy for the Gallery / Marketing Assistant position; I hope to hear from you soon.

Sincerely,

Harper Applicant