

XXXX West 5th Street
Lawrence, Kansas 66049
1 April 20xx

Amy Duke
Museum Educator
Kemper Museum of Contemporary Art
4420 Warwick Blvd.
Kansas City, Missouri 6411

Dear Ms. Duke:

Please consider my application for an internship in the education department of the Kemper Museum of Contemporary Art. With my previous experience in the education department at the Spencer Museum of Art, as well as my BA in Art History, I possess the qualifications necessary to excel at this internship.

Comment [11]: Make sure you state the name of the position you are applying for.

For the past two summers I have been committed to volunteering at the Spencer Museum of Art in the education department, at the front desk, and in the administrative department. Within the education department I assisted with children's art appreciation classes, acquainting children with certain works in the collection and assisting them with the creation of an art project associated with those works. At the front desk, I welcomed visitors, invited them in, and answered questions about the museum and its collection. As an administrative assistant, I completed various clerical and administrative tasks, and gained valuable clerical and customer service skills. These experiences and skill sets directly correlate to this position and make me a well-qualified candidate.

Comment [12]: This paragraph is a little clunky, but the ad asked for experience in each of these three areas, so the student decided to be specific. It worked.

Furthermore, I possess the dedication, work ethic, and organizational skills needed to excel at any task as evident through my experience studying abroad in Paris. Through this extraordinary experience, I was able to easily adapt to my new surroundings, learn French, excel in my studies, and truly become absorbed in the Paris art scene.

Comment [13]: This is an example of tying in an experience that the application did not ask for (she didn't have to have experience abroad) but she tied it back and made it applicable.

I will be in the Kansas City area beginning June 9 and will be able to commit as many hours per week as the departmental supervisor requests. While I would prefer to work with the education department, I would relish any opportunity to work in the Kemper Museum of Contemporary Art. Thank you for your time and consideration. Please contact me at 319-399-8707 or Ima@gmail.com if you have any questions. I look forward to talking with you in the future.

Comment [14]: If this is applicable (if you will be in the area), mention it. Otherwise, don't worry about it.

Comment [15]: Make sure and thank them.

Sincerely,

Comment [16]: Put contact info at the bottom of the letter so it's handy. You want them to be able to easily find your contact information.

Ima Student

Comment [17]: If you are mailing the letter, leave room above your name for your signature. If you are emailing the letter, don't worry about the extra spaces.