

[YOUR FULL NAME]
[STREET ADDRESS]
[CITY, STATE, ZIP CODE]
[PHONE NUMBER] | [EMAIL ADDRESS]
[PORTFOLIO LINK/LINKEDIN]

[Date]

[Hiring Manager Name]
[Search Committee Chair/Title]
[Institution/Gallery Name]
[Address]

Dear [Recipient Name],

I am writing to express my enthusiastic interest in the **Gallery Director** position at [Gallery Name]. With a background spanning [Number] years in curatorial leadership, arts administration, and strategic programming, I have dedicated my career to fostering vibrant artistic communities and elevating the profile of contemporary creative arts.

In my most recent role as [Previous Title] at [Previous Institution], I successfully oversaw [Number] exhibitions annually, ranging from solo retrospectives to large-scale multimedia installations. My approach to gallery management integrates rigorous academic research with innovative public engagement. During my tenure, I achieved [Key Achievement, e.g., a 30% increase in attendance or securing a specific major grant], demonstrating my ability to balance artistic vision with operational sustainability.

I am particularly drawn to [Gallery Name] because of your commitment to [Specific aspect of the gallery, e.g., emerging digital artists or social justice themes]. My experience in [Skill, e.g., donor cultivation, artist residency management, or collection conservation] aligns directly with your current goals to [Goal mentioned in job description]. I am confident that my network of international artists and my expertise in fiscal management will serve as an asset to your team.

Thank you for your time and for considering my application. I look forward to the possibility of discussing how my curatorial philosophy and leadership experience can contribute to the continued growth of [Gallery Name].

Sincerely,

[Signature]

[Your Printed Name]