

[Your Full Name]
[Your Address]
[Your Phone Number]
[Your Email Address]

[Date]

[Hiring Manager Name]
[Organization/Museum Name]
[Department Address]

Dear [Hiring Manager Last Name],

I am writing to express my interest in the Exhibition Coordinator position at [Organization Name]. I was encouraged to apply for this role by [Referral's Full Name], who has spoken highly of your team's upcoming programming and commitment to [specific organizational goal or value].

With a background in [Number] years of project management within the arts and culture sector, I have successfully overseen the logistical lifecycle of diverse exhibitions-from initial concept and artist liaison to installation and post-show evaluation. My previous experience at [Previous Organization] allowed me to hone my skills in vendor negotiation, floor plan design, and budget oversight, ensuring that every project was delivered on schedule and within financial parameters.

I am particularly drawn to [Organization Name] because of your recent focus on [mention a specific exhibition or initiative]. I am confident that my detail-oriented approach and ability to coordinate multidisciplinary teams would be a strong asset to your curatorial and operations departments.

I have attached my resume for your review and look forward to the possibility of discussing how my experience aligns with the needs of your exhibition calendar. Thank you for your time and consideration.

Sincerely,

[Your Signature]
[Your Printed Name]