

[YOUR NAME]

[Phone Number]
[Email Address]
[City, State/Country]

[Date]

[Recipient Name]
[Title/Position]
[Organization/Gallery Name]
[Address]

SALUTATION

Dear [Name of Hiring Manager or Curator],

THE OPENING STATEMENT

[State the specific position or exhibition opportunity you are applying for. Briefly mention your primary medium and the core theme of your artistic practice.]

THE ARTISTIC NARRATIVE

[Discuss your creative background and technical expertise. Explain your conceptual approach and what drives your visual storytelling. Mention specific techniques, software, or traditional methods relevant to the role.]

ALIGNMENT & CONTRIBUTION

[Explain why your specific aesthetic or professional experience aligns with the organization's mission or the project's requirements. Highlight a recent accomplishment or a notable exhibition/client project.]

CLOSING

[Express your enthusiasm for a potential interview or studio visit. Thank them for their time and consideration of your portfolio.]

Sincerely,

[Your Name]

VIEW DIGITAL PORTFOLIO