

[Your Full Name]

[Phone Number] | [Email Address]

[LinkedIn Profile/Portfolio URL]

[City, State, Zip Code]

[Date]

[Hiring Manager Name]

[Title]

[Organization Name]

[Organization Address]

Re: Application for Digital Collections Specialist

Dear [Hiring Manager Name/Search Committee],

I am writing to express my enthusiastic interest in the Digital Collections Specialist position at [Organization Name]. As a professional currently pivoting from [Current Industry/Role] into the field of digital preservation and asset management, I bring a unique blend of [Skill 1], [Skill 2], and a deep commitment to the accessibility of historical and cultural records.

Throughout my career in [Previous Industry], I have developed a rigorous approach to [mention a transferable skill, e.g., data organization, project management, or technical documentation]. I recently completed [Relevant Certification, Degree, or Coursework, e.g., MLIS or Digital Archives Specialist certificate], where I gained hands-on experience with [specific tools like DSpace, Omeka, or Dublin Core metadata standards]. My background allows me to approach digital curation with both a technical eye and a strategic understanding of [mention a relevant focus, e.g., user experience or long-term sustainability].

What draws me specifically to [Organization Name] is your recent work on [mention a specific project or collection]. I am particularly impressed by [specific detail about their digital strategy]. I am eager to apply my skills in [transferable skill] to help streamline your digitization workflows and ensure the integrity of your digital assets for future generations.

I have enclosed my resume, which further details how my professional evolution aligns with the goals of your digital department. I look forward to the possibility of discussing how my diverse background can contribute to the success of [Organization Name].

Sincerely,

[Your Signature]

[Your Typed Name]