

**[Your Full Name]**  
[Phone Number]  
[Email Address]  
[LinkedIn Profile/Portfolio Link]

[Date]

[Hiring Manager Name]  
[Museum Name]  
[Museum Address]  
[City, State, Zip Code]  
Dear [Hiring Manager Name],

I am writing to express my enthusiastic interest in the **Program Coordinator** position at [Museum Name]. Having served as an **Educational Tour Guide** at [Previous/Current Institution] for [Number] years, I am eager to leverage my experience in public engagement and curriculum delivery to transition into a strategic administrative and developmental role within your education department.

During my tenure as a Tour Guide, I have successfully:

- Facilitated over [Number] educational tours for diverse audiences, including K-12 students, academic researchers, and the general public.
- Collaborated with the programming team to refine tour scripts and interactive elements, resulting in a [Percentage]% increase in positive visitor feedback.
- Coordinated logistics for large-scale school visits, ensuring seamless transitions between exhibits and workshops.
- Developed a deep understanding of [Specific Museum Subject Matter], allowing me to translate complex concepts into accessible educational content.

The shift from guiding to coordination is a natural progression for my career. I possess the organizational skills necessary to manage departmental calendars, the communication skills to liaise with community partners, and the pedagogical insight to design programs that align with [Museum Name]'s mission. I am particularly impressed by your recent [Specific Program or Exhibit Name] and would welcome the opportunity to contribute to its continued success.

Thank you for your time and for considering my application. I look forward to the possibility of discussing how my frontline experience and organizational capabilities can support the educational goals of [Museum Name].

Sincerely,

[Your Signature]  
[Your Printed Name]