

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

[Date]

[Hiring Manager Name]
[Museum Name]
[Department of Education/Outreach]
[Museum Address]

RE: [Job Title] Application

Dear [Manager Last Name],

I am writing to express my interest in the [Job Title] position at [Museum Name]. With a background in [Education/History/Art/Science] and a passion for community-based learning, I am eager to contribute to your outreach initiatives and bring the museum's collections to life for diverse audiences.

During my time at [Previous Institution/Organization], I developed strong skills in public speaking and curriculum adaptation. Specifically, I succeeded in [mention a specific achievement, such as "engaging underserved student groups" or "facilitating hands-on workshops"]. I am particularly drawn to [Museum Name]'s commitment to [mention a specific museum program or value].

My approach to mobile education and tour guiding focuses on inquiry-based learning and accessibility. I am confident that my ability to [mention a skill, such as "manage large groups" or "translate complex topics for children"] will support your mission to expand the museum's footprint beyond its physical walls.

Thank you for your time and for considering my application. I look forward to the possibility of discussing how my experience in outreach education can benefit your upcoming programming.

Sincerely,

[Your Signature]

[Your Printed Name]