

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

[Date]

[Hiring Manager Name]
[Title, e.g., Director of Education]
[Museum/Institution Name]
[Street Address]
[City, State, Zip Code]

Dear [Hiring Manager Name or Search Committee],

I am writing to express my enthusiastic interest in the [Job Title] position at [Museum Name]. As a seasoned tour professional with [Number] years of experience in museum education and public programming, I have long admired [Museum Name]'s commitment to [mention a specific museum value, e.g., community accessibility or historical preservation].

In my recent role at [Current/Previous Institution], I specialized in developing and leading [type of tours, e.g., gallery talks, interactive school tours, or VIP tours]. I successfully [mention a key achievement, e.g., increased tour attendance by 20% or implemented a new digital storytelling tool]. My approach focuses on inquiry-based learning and creating inclusive narratives that resonate with diverse audiences ranging from [mention audience types, e.g., K-12 students to subject-matter experts].

Beyond live facilitation, I am experienced in the administrative logistics of public programs, including [mention skills, e.g., volunteer training, curriculum development, or cross-departmental scheduling]. I am confident that my ability to translate complex [Subject Matter, e.g., Art History/Natural Science] into engaging visitor experiences would make me a valuable asset to your education team.

I welcome the opportunity to discuss how my background in interpretive tour design can support the upcoming [mention a specific museum initiative or exhibition] at [Museum Name]. Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]