

[Your Full Name]  
[Your Address]  
[Phone Number] | [Email]  
[LinkedIn Profile URL]

[Date]

[Hiring Manager Name]  
[Museum Name]  
[Museum Address]

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Dear [Hiring Manager Name/Search Committee],

**Re: Site Guide / Museum Educator Application**

[Opening paragraph: State the specific position you are applying for and why you are interested in this specific institution or collection.]

[Second paragraph: Highlight your background in public speaking, historical research, or art history. Detail your experience engaging diverse audiences and managing group dynamics during tours or workshops.]

[Third paragraph: Mention your ability to simplify complex information and your commitment to visitor experience, accessibility, and educational programming goals.]

[Closing paragraph: Reiterate your enthusiasm for the role and your availability for an interview.]

Sincerely,

[Your Signature]

[Your Printed Name]