

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

[Date]

[Hiring Manager Name]
[Title/Position]
[Museum or Organization Name]
[Street Address]
[City, State, Zip Code]

RE: EXHIBITION MANAGER APPLICATION - [JOB REFERENCE NUMBER]

Dear [Hiring Manager Name],

I am writing to express my interest in the Exhibition Manager position at [Organization Name]. With over [Number] years of experience in curatorial logistics, project management, and exhibition design, I have a proven track record of delivering immersive cultural experiences while strictly adhering to timelines and budgets.

In my previous role at [Current/Previous Company], I successfully managed the full lifecycle of [Number] major exhibitions, ranging from small-scale contemporary galleries to large-scale international touring shows. My expertise lies in coordinating cross-functional teams of curators, fabricators, and lighting designers, ensuring that the artistic vision is balanced with technical feasibility and public safety regulations.

Specifically, I have developed a high level of proficiency in [List Key Skills: e.g., MuseumWorks, AutoCAD, budget forecasting, or vendor negotiation]. I am particularly drawn to [Organization Name] because of your recent commitment to [Mention a specific project or mission of the organization], and I am confident that my background in [Specific Area: e.g., sustainable exhibition design or digital integration] would contribute significantly to your upcoming season.

I have attached my resume and portfolio for your review. I look forward to the possibility of discussing how my experience in exhibition management can support the continued growth and excellence of [Organization Name]. Thank you for your time and consideration.

Sincerely,

[Your Full Name]