

[Your Full Name]

[Address]

[Phone Number]

[Email Address]

[LinkedIn Profile/Portfolio URL]

[Date]

[Hiring Manager Name]

[Title, e.g., Director of Collections]

[Museum or Institution Name]

[Address]

Dear [Mr./Ms./Mx. Surname],

Re: Application for Archives Museum Curator ([Job Reference Number])

[Opening Paragraph: State the specific position you are applying for and why you are interested in this particular institution's mission or collection. Mention your years of experience in archival management or curation.]

[Second Paragraph: Detail your expertise in archival standards (e.g., DACS, ISAD(G)), preservation techniques, and collection development. Highlight specific achievements in cataloging, digitizing records, or managing physical acquisitions.]

[Third Paragraph: Focus on your curatorial experience, such as designing exhibitions, public outreach, or scholarly research. Discuss your ability to make historical records accessible and engaging for diverse audiences.]

[Fourth Paragraph: Mention technical proficiencies such as CMS software, database management, and grant writing. Emphasize your commitment to professional ethics and institutional integrity.]

[Closing Paragraph: Reiterate your enthusiasm for the role. State your availability for an interview and thank them for considering your application.]

Sincerely,

[Your Signature (if sending by mail)]

[Your Typed Name]