

[Your Full Name]

[Your Professional Title / Specialization]

[Phone Number] | [Email Address]

[LinkedIn Profile / Portfolio Link]

[City, State, Zip Code]

[Date]

[Hiring Manager Name]

[Title of Hiring Manager]

[Museum or Institution Name]

[Department Name]

[Street Address]

[City, State, Zip Code]

Dear [Hiring Manager Name/Search Committee],

I am writing to express my strong interest in the [Collections Manager / Curator] position at [Museum Name], as advertised on [Platform]. With a background in [Academic Degree, e.g., Art History/Museum Studies] and [Number] years of experience managing [Specific Type of Collections], I am eager to apply my expertise in archival standards and exhibition development to your esteemed institution.

During my tenure at [Previous Institution], I was responsible for [Key Responsibility, e.g., overseeing a collection of 5,000+ artifacts]. I successfully implemented [Specific Achievement, e.g., a new digital cataloging system or a major preservation project] which resulted in [Quantifiable Result]. My approach to curation emphasizes [Your Philosophy, e.g., accessibility, historical accuracy, or community engagement], ensuring that collections are not only preserved but also interpreted for a diverse modern audience.

I am particularly drawn to [Museum Name] because of your recent [Specific Exhibition, Initiative, or Acquisition]. My technical skills in [Specific Software/Tools, e.g., PastPerfect, TMS, or archival handling] and my commitment to [Professional Standard, e.g., AAM ethics or ICOM guidelines] align with the high standards of your curatorial department.

I welcome the opportunity to discuss how my background in [Specialty Area] and my dedication to the stewardship of cultural heritage can contribute to the continued success of [Museum Name]. Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]