

**[FULL NAME]**

[PHONE NUMBER] | [EMAIL ADDRESS] | [PORTFOLIO/LINKEDIN URL]  
[MAILING ADDRESS]

[Date]

[Hiring Manager Name]  
[Title, e.g., Director of Collections]  
[Museum/Institution Name]  
[Museum Address]

Dear [Recipient Name],

**Re: [Job Title] Application**

[Opening Paragraph: Mention the specific role and why you are drawn to this particular museum's mission or collection. Briefly state your years of experience in art history, curation, or gallery management.]

[Second Paragraph: Detail your curatorial philosophy. Highlight a specific exhibition you organized, emphasizing your research, artist selection, and how you engaged with the audience. Mention experience with provenance, acquisitions, or conservation standards.]

[Third Paragraph: Focus on administration and outreach. Discuss your experience with grant writing, donor relations, catalog publishing, or collaborative educational programming. Mention specific art periods or mediums of expertise.]

[Closing Paragraph: Reiterate your enthusiasm for contributing to the institution's upcoming exhibitions or strategic goals. Express interest in a formal interview to discuss your vision.]

Sincerely,

[Handwritten Signature]

[Typed Full Name]