

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

[Date]

[Hiring Manager Name]
[Search Committee Chair Title]
[Museum Name]
[Department Name]
[Museum Address]

Dear [Recipient Name/Search Committee],

Re: [Job Title/Reference Number]

I am writing to express my interest in the [Job Title] position at the [Museum Name]. With a background in [Your Field, e.g., Paleontology, Anthropology, or Zoology] and [Number] years of experience in collection management and scholarly research, I am eager to contribute to your institution's mission of preservation and public education.

Throughout my career, I have focused on [Core Specialization]. At [Current/Previous Institution], I successfully managed a collection of over [Number] specimens, ensuring rigorous archival standards and facilitating international research loans. My recent work involving [Specific Project or Research Area] aligns closely with [Museum Name]'s current initiative in [Mention a specific museum goal or exhibit].

I am particularly drawn to this role because of [Museum Name]'s reputation for [Specific Attribute, e.g., Community Outreach or Systematic Research]. I am confident that my experience in grant writing, digital cataloging, and public-facing curation will enhance your department's objectives.

Thank you for your time and consideration. I look forward to the possibility of discussing how my expertise in [Key Skill] and [Key Skill] can support the continued growth of your collections.

Sincerely,

[Your Signature (if sending by mail)]
[Your Printed Name]