

[Your Full Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Hiring Manager Name]

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

[Name of Science Museum]

[Museum Address]

[City, State, Zip Code]

Dear [Hiring Manager Name or Search Committee],

I am writing to express my enthusiastic interest in the [Job Title] position at [Name of Science Museum], as advertised on [Where you saw the posting]. With a background in [Your Field of Science] and [Number] years of experience in curatorial practices and exhibition development, I am eager to contribute to your institution's mission of public engagement and scientific literacy.

In my most recent role at [Previous Institution], I managed [Specific Collection or Subject Matter]. My key accomplishments included [Achievement 1: e.g., acquiring a major specimen collection] and [Achievement 2: e.g., leading a multi-disciplinary exhibition team]. I am particularly adept at translating complex scientific concepts into accessible, interactive narratives that resonate with diverse audiences, from school groups to subject matter experts.

I am drawn to [Name of Science Museum] because of its recent work in [Specific Project, Gallery, or Research Area at the museum]. My expertise in [Specific Technical Skill: e.g., digital archiving, conservation, or grant writing] aligns perfectly with your current strategic goals regarding [Goal: e.g., the modernization of the permanent galleries].

I have enclosed my CV for your review and would welcome the opportunity to discuss how my experience in scientific research and public curation can serve the [Department Name] team. Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]