

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

[Date]

[Hiring Manager Name]
[Search Committee Title]
[Department Name/Museum Name]
[University Name]
[University Address]

RE: Application for University Museum Curator - [Job Reference Number]

Dear [Hiring Manager Name or Search Committee], [Introductory Paragraph: Express formal interest in the Curator position. State your current professional standing and how your specific academic background or specialization aligns with the university's permanent collection or mission statement.] [Body Paragraph 1: Detail your experience in collection management, acquisition, and preservation. Highlight specific expertise in [Field/Period/Scientific Discipline]. Mention any experience working with university-specific assets, such as faculty research collections or student-led archives.] [Body Paragraph 2: Focus on exhibition design and public programming. Discuss how you have utilized collections to support the university's pedagogical goals, including collaborating with faculty on curriculum-integrated tours, workshops, or interdisciplinary projects.] [Body Paragraph 3: Address administrative and leadership competencies. Include experience in grant writing, donor relations, provenance research, and overseeing museum staff, interns, or graduate assistants.] [Closing Paragraph: Reiterate your commitment to the university's academic community. Express desire for an interview to discuss how your curatorial vision can enhance the museum's profile both on-campus and within the wider museum community.]

Sincerely,

[Your Signature]

[Your Printed Name]