

Here is a sample cover letter for applying for a job or internship.

Your Address
City, State Zip Code
July 20, 20XX

Always put the date the letter is being sent.

Make sure this information is accurate.

Mr. Paul W. Lawrence
Museum Curator
Albright-Knox Art Gallery
1285 Elmwood Avenue
Buffalo, New York 14222

Notice how the letter begins by showing that the candidate knows something about the museum.

In this paragraph write about your strengths relating to the job or internship.

Dear Mr. Lawrence:

I recently read in *Artvoice* that the museum is planning a large Matisse exhibit next winter, with the cooperation of the New York Museum of Modern Art. I was thrilled to read that the people of Western New York will be able to see these masterpieces here for the first time. I would like to intern with the museum to help coordinate the project.

During my current undergraduate work at the University at Buffalo, I have been fortunate enough to be able to volunteer at the Burchfield-Penney Art Center where my duties consisted of greeting the public and answering questions about the current exhibit. I have also viewed the works at your gallery on many occasions and have always been fascinated by Matisse's oil on canvas work "Music." My resume will show that I also have some managerial experience working at the UB Art Gallery.

I believe that my enthusiasm for art combined with my formal classroom work, volunteer experience and positive attitude would be of value to you in promoting this exhibit. I look forward to speaking with you about the possibility of me conducting an internship at the Albright-Knox. If I have not heard from you by August 3, I will call to make an appointment. Thank you for your consideration.

Sincerely,

Alexandra Ralbovsky

Close the letter by summarizing and ask for some action to take place.

Alexandra Ralbovsky

Don't forget to sign your name!

Enc.

This means that you will include your resume with this letter.