

# Sample Cover Letter

800 E. LANCASTER AVE. ■ VILLANOVA, PA 19085 ■ 555-555-5555 ■ WILLCAT@VILLANOVA.EDU

## WILL D. CAT

800 E. Lancaster Ave  
Villanova, PA 19085

June 11, 20XX

Susan Smith, Director of Exhibits  
Please Touch Museum  
4231 Avenue of the Arts  
Philadelphia, PA 19131

Copy and paste heading from your resume  
**OR** use standard business-letter format.

Dear Ms. Smith:

**Intro** { I am very interested in joining the Please Touch Museum as your new Exhibits and Production Intern. I learned of this opportunity through Villanova University's Handshake system. The Museum's mission to "use children's creativity to enhance learning" is consistent with my interests in child development and the museum curatorial process. In addition to my volunteer and work experiences, my educational background would make me a strong asset for your summer internship program.

**Ex. 1** { *(Traditional option)*  
I am currently pursuing my Bachelor of Arts degree at Villanova with a major in Art History and a minor in Psychology. Several of my courses have focused on art exhibit development. Last summer, I worked as a curatorial intern at the San Diego Museum of Art. For this internship, I collaborated with various curatorial departments within the museum to design and implement new exhibits. The results of my work were praised by both the curators and my professor. I have also taken several courses in Psychology that focus on children's learning and development, so I feel I can use this understanding to connect with the youth audience of your Museum.

**Body** { In addition to my education and internship, I have extensive experience tutoring and engaging children through the RUIBAL Program at Villanova and the YMCA America Reads program in my home town. Since Freshman year, I have worked to improve the learning outcomes of 20 students. I am passionate about positively impacting the lives of children and I believe that education and art are two important avenues to accomplish this work.

----- **OR** -----

**Body** { *(Bullet point option)*  
I am currently pursuing my Bachelor of Arts degree at Villanova with a major in Art History and a minor in Psychology. Several of my courses have focused on art exhibit development. Throughout my education, I took numerous classes on exhibit development. I also gained broad experience through work and a museum internship.

**Ex. 2** { Key qualifications I bring to the Exhibits and Production Intern position are:  

- experience as a curatorial intern at the San Diego Museum of Art
- collaboration with local museums to design and implement plans for new exhibits
- psychology coursework in children's learning and development
- hands-on experience improving learning outcomes of 20 children through various tutoring programs

**Conclusion** { I am confident my passion for art and curation, combined with my experience working with children, will contribute to the exciting, hands-on learning environment at the Please Touch Museum. If you have any additional questions, please feel free to contact me by phone (555-555-5555) or email (willcat@villanova.edu). I look forward to hearing from you!

Thank you for your time and consideration.

*Will D. Cat Signature*

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