

Name

person's location - phone number
email

today's date

Hiring Manager
Company
Job Location

Dear Sir/Madam,

Paragraph 1: introduction including the education

example: [I am writing to apply for the Summer 2023 internship program at the Peggy Guggenheim Collection in Venice. I am a senior at Boston College, majoring in Art History, and have spent the past academic year off-campus.]

Paragraph 2: Experience and skills

Example: [Through my experiences off-campus, I have developed several skills that make me a good fit for the Peggy Guggenheim Gallery. Last spring, I engaged in Italian culture as an English teacher and art history student in Florence, and I spent the summer as an observational researcher and intern in Germany. I believe my pedagogical focus, multicultural work experience, and high level of organization will strengthen the curatorial and administrative team at the Peggy Guggenheim Gallery.]

Paragraph 3: Why am I interested for the job

Example: [What excites me so deeply about the Peggy Guggenheim Gallery is its dedication to making its collection accessible. Having taught English to learners of all ages and nationalities, I have helped diverse audiences perceive and contextualize complex information. Both in Florence and on campus, I have worked as a classroom assistant for local elementary schools. To interest children in complicated topics, I like to conduct improv sessions, art classes, and dance sessions. As an intern engaging in the gallery's community outreach, I'm excited to educate young, varied audiences, while maintaining a sense of fun.]

Paragraph 4: Conclusion

Example [If you would like any additional information, feel free to contact me at EMAIL or at PHONE NUMBER. Thank you very much for your time and consideration, and I look forward to speaking with you.]

Sincerely,
Name