**Michael W. Doyle**

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August 9, 2024

Hiring Manager

Art Crating, Inc.  
26 Van Dam Street   
Brooklyn, NY 11222

Dear Hiring Manager,

I am writing to apply for the operations assistant position at Art Crating, Inc., an opening I found on the New York Foundation for the Arts’ website. I would be excited to work for an art handling company with more than three decades of experience. As someone with administrative experience and with an academic background in theatre, I have a strong desire to marry my passion for the arts with the organizational and project management skills I garnered working in other industries.

As a qualitative research executive at Lumanity, I worked across multiple projects and teams to deliver high-quality market research reports, requiring that I prioritized and planned my time to meet deadlines and worked with team members to generate coherent and compelling research reports. These projects necessitated that I managed my time wisely and communicated effectively and professionally with clients and colleagues, skills that would aid me in communicating with colleagues and clients and performing administrative tasks both independently and as part of a team. As the royalties and accounting assistant at InkWell Management, I utilized my keen attention to detail to ensure that payments from publishers and to clients were properly accounted for and that communication to clients about their payments was prompt, concise, and clear.

My current work as a freelance English teacher requires that I maintain the satisfaction of students and prepare lessons specific to their needs and interests, providing me with skills that translate well to ensuring smooth and successful communication with clients.

I would be thrilled to have the opportunity to interview for the operations assistant position. Thank you for taking the time to review my application materials.

Sincerely,

Michael W. Doyle

(718) 877-2513

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