Dear Sir or Madam,

Ever since childhood I have been passionate about two things: history and art. I spent much of my childhood consuming, creating and learning about art. Growing up I worked for my Step-Father's small home remodelling company. It was here I discovered that I enjoyed the hands on, project oriented and problem solving nature of the business. This is why my heart skipped a beat upon discovering your post looking for a Gallery Administration intern. I believe my personality, education and unique skill sets are perfectly tailored for this position and your organization.

At Syracuse University, I majored in Art History. My course of study covered both Western and non-Western art history from ancient to modern eras. Not only were my historical scholarship skills developed, but I was trained in critical art analysis. I was required to be able to identify themes, styles, ideologies and eras throughout art history. As the oldest art society in the country, I believe my background in art history fits perfectly into the scope of your organization. As an artist myself I am very familiar not only with the historical, but with the creative side of art as well. I have taken courses on oil painting, ceramics and color theory. I have, and continue to face the trials and tribulations of the creative process as I develop as an artist.

I am naturally an outgoing and personable individual. Through my years of work in customer service fields, I have developed that trait into a skill. I had a unique opportunity to combine my interpersonal and history skills during my time as an attendant at the Salt Museum in Syracuse, New York. I am exceptionally good at communicating, especially in a professional environment. The district manager at my current job has pointed out my customer service skills multiple times, noting the genuine way I interact with customers.

Finally, a skill set I believe sets me apart from others in my field and would make me an asset to The Copley Society of Art is my experience in home remodeling. I began assisting my Step-father from a young age with the family contracting company. I was his sole house painter and assistant until 2013 when he expanded the company and put me in charge of a team of finishers and painters. From him I learned how to manage projects, engage in active problem solving and take on leadership positions. I am very handy in a pinch, and always up for a challenge.

I am very excited about the opportunity to learn about galleries and arts administration and to apply my skills to this field. I have included a writing sample from my course work at Syracuse University in addition to my resume. I look forward to hearing from you and further discussing how I can contribute to The Copley Society of Art.

Thank you for your consideration,

Lauren Wright Warford