Dear Sir or Madam,

I am writing to apply to the position of Rare books and Manuscripts Research Assistant with the Boston Athenæum. I believe I have a unique set of skills which would perfectly fit this position. In addition, I have a deep love of history and would be thrilled to be involved with such an exciting project.

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. These skills would be of great use in the organization and documentation of the art commissioned by Daniel Berkeley Updike.

During my time at Syracuse University, I worked as a student assistant at the department of Conservation and Preservation at Bird Library. Here, I learned the basics of book binding, how to repair modern books in circulation and methods for conservation of historical materials. I was required to disassemble damaged books, make any repairs necessary and reassemble to the Bird Library standards. In addition to that I was lucky enough to work with a team of assistants in the collection and repair of historical materials from the Carnegie Library.

In 2012 the Onondaga Historical Society (Syracuse, NY) acquired extensive archives from the Syracuse Post Standard Newspaper. The material ranged from late 1800s to the 1970s. I volunteered to help transfer the boxes of unorganized images into the OHS digital database. The project sought to make the images readily available to researchers and interested public by documenting key events and figures.

I am currently an Intern with the Copley Society of art. While I have just begun, I am already learning the mechanics of a gallery and hosting an exhibition. I am currently assisting with the launch of their new website, after which I will be involved in executing their next exhibition and yearly fundraising event.

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 Boston Athenæum, is my experience in home remodeling. I began assisting my Step-father from a young age with the family contracting company. 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. The current project at the