[Today’s Date]

[341 Company Address]  
[Company City, State xxxxx]  
[(xxx) xxx-xxxx]  
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager’s Name],

Please accept my enclosed application for the position of Art Gallery Assistant at [XXX]. I am familiar with the works of famous artists and keep myself updated with the new techniques used in drawings. As a skilled, educated, and highly experienced professional with over five years of experience in Art Gallery services, I believe my expertise makes me a promising candidate for this role.

[XXX Art Gallery] has been known for exhibiting artworks of famous artists since its inception. Art lovers from all over the world have been visiting XXX Art Gallery to see admirable, and alluring artworks displayed in the gallery.

I have been exposed to many aspects of the art world. As an Art Gallery Assistant, I managed instructional responsibilities and enhanced my research organizational and collaborative skills. I am tasked with the following responsibilities:

* Development and maintenance of an exhaustive archive of past gallery exhibitions.
* Imaging and tracking the gallery art along with documentation.
* Facilitating successful events held at the gallery.
* Performing extensive administrative and clerical functions.
* Setting up exhibitions, performing collections/exhibits research, database management, and fundraising.

My experience has offered me an effective and well-rounded skill set, first-rate communication, and management abilities. With my solid knowledge of history and art, combined with organizational abilities, I can add a new dimension to your Gallery.

I look forward to taking this forward. Thank you for your time and consideration.

Sincerely,

[Your Name]

**Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com**

**Robert Smith**

**Art Gallery Assistant**