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| **robert smith**  **Museum Assistant** | Phone: (123) 456 78 99  Email: info@qwikresume.com  Website: [www.qwikresume.com](http://www.qwikresume.com)  LinkedIn: linkedin.com/qwikresume  Address: 1737 Marshville Road, Alabama |

[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],

Upon learning of the \*\*\*\* search for a new Museum Assistant, I was eager to submit my resume for your review. With my prior work experience in art gallery operations support and my bachelor’s degree in art history- along with my exemplary research and communication skills- I trust that I would be an added benefit to your gallery in this capacity.

From overseeing curators, planning events, preparing venue spaces to promote exhibitions, and managing administrative tasks, my background enables me to excel in this capacity. Having said this, my inherent passion for gallery administration, and exhibit design, my focus for accuracy, and my dedication would ensure superior operations, and provide a pleasing and welcoming environment for the visitors.

Summary of my accomplishments include –

* Worked at \*\*\*, undertaking responsibility for coordinating various activities such as collection, and exhibits research, exhibition installation and removal, fundraising, database management, and brochure creation.
* Performing a variety of administrative and clerical functions, including front desk operations, file maintenance, record management, and calendar updates.
* Conducting successful events at the gallery such as opening night parties, and delivering guest lecturers.
* Planning and implementing dozens of events in a variety of setting for 500 residents.
* Earned bachelor’s degree in art history from \*\*\* University.
* Co-curated \*\*\*\* exhibition showcasing charcoal drawings by local artists of the surrounding topography.

Given my background in the field of art history, I admire your company as I am committed to working in a field that promotes civic education, and all the more, my past volunteerism while I was studying will be a transferable asset that I carry on to your company. Last but not the least, it would be an honor to be a part of your development team.

I look forward to discussing the position in further detail. Thank you for your consideration.

Sincerely,

[Your Name]