

Sample Cover Letter

Full-Time Cover Letter

3100 Main Street
State College, PA 16803

February 1, 2017

Smithsonian Institution
Office of Human Resources
600 Maryland Avenue, MRC 517, Suite 5060
Washington, DC, 20013-7012

Dear Hiring Manager,

I would like to express my interest in the Museum Technician position at the Smithsonian Institution. I discovered this employment opportunity through the USAJOBS website. My goal is to contribute my skills toward fulfilling the Smithsonian Institution's vision of shaping the future through preservation of heritage, discovering new knowledge, and sharing resources with the world. After reviewing the job requirements for this position in more detail, I am confident my educational background and work experience in the museum field qualify me for this position.

Through my employment at the Pennsylvania Military Museum in Boalsburg, Pennsylvania, I have gained significant experience in the museum field. Managing the front desk and gift store have provided me with extensive experience in customer service and an understanding of the importance of becoming familiar with a museum's collections, events, and overall mission. In addition to these responsibilities, I also provided assistance for educational events, including tours for school groups, as well as an annual celebration honoring Pennsylvania's veterans, and numerous military re-enactments. This museum experience provided me with knowledge and skills that I can apply to the Museum Technician position at the Smithsonian Institution.

As a student at the Pennsylvania State University, I have completed classes relevant to art history, museum studies, and preservation. In "Archival Management", I gained knowledge and experience in digitization and descriptive techniques. In addition to technical knowledge, a modern art and photography class titled "Art Since 1940" led to my comprehensive study of modern American art and art theory. In Fall 2015, I participated in supervised research of post-war Japanese pottery and prints that culminated in an exhibition at the Palmer Museum of Art in University Park, Pennsylvania.

I would appreciate the opportunity to meet in person and discuss how my knowledge of American art and museum studies will benefit the Smithsonian Institution. You may contact me by telephone at any time at (814) 222-9871, or by email at jessica.smith@gmail.com. Thank you for your consideration.

Sincerely,

Jessica Smith