

June 11, 20XX

Susan Sample, President & CEO
Please Touch Museum
4231 Avenue of the Arts
Philadelphia, PA 19131

Dear Ms. Sample:

I am very interested in joining the Please Touch Museum as your new Director, Exhibits and Production. I learned of this opportunity through Villanova University's Handshake system. The Museum's mission to "use children's creativity to enhance learning" is consistent with my interests in child development and the museum curatorial process. In addition to my volunteer and work experiences, my educational background make me a strong asset for your position. I have an undergraduate degree in Elementary Education, and am currently pursuing my Master of Arts degree at Villanova University with a major in Art History. Several of my graduate courses have focused on art exhibit development.

For the past 6 years, I have worked within the Philadelphia Public School System as an Elementary Education School Teacher. For this position, I worked directly with third and fourth grade classrooms teaching academic content to support state mandated grade level curriculums. My role focused on children's learning, as well as the development of class instruction to align with curriculum goals. During my graduate program, my class projects have involved collaborations with various curatorial departments within multiple art museums to design and implement new exhibits. The results of my work were praised by both the curators and my professors.

Throughout my graduate education and working experiences with children, I have the following key qualifications that I bring to the Director, Exhibits and Production position:

- collaboration with local museums to design and implement plans for new exhibits
- psychology coursework in children's learning and development
- hands-on experience improving learning outcomes of 20 children through various tutoring programs

I am confident my passion for art and curation, combined with my experience working with children, will contribute to the exciting, hands-on learning environment at the Please Touch Museum.

If you have any additional questions, please reach me at 555-555-5555 or email willcat@villanova.edu. I look forward to hearing from you. Thank you for your time and consideration.

Sincerely,

Will D. Cat Signature

Will D. Cat