

Jane Doe

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Westminster, Md., 21157
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Cape Henlopen Art Gallery
202 Henlopen Dr.
Lewes, DE 19958

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Dear Ms. Bolger,

Dr. Arthur Smith recommended I contact you about a possible internship at your art gallery. My art gallery experience prepares me well for an internship with your organization.

As a gallery attendant for the Esther Prangley Rice Art Gallery on the campus of McDaniel College in Westminster, MD, I have learned that there is an art to installing exhibits. I have worked with visiting artists on how they would like their work presented to the gallery's patrons. In addition, I've taken the time to learn what the artist's vision and approach for each work is, so that I can provide detailed answers to questions from visitors. Perhaps most importantly, I've also learned from Dr. Smith, the gallery's director, how to preserve expensive art, and how to take great care in keeping it safe from arrival to display and, eventually, departure.

Dr. Smith, said I possess an innate ability to learn what an artist is seeking for their displays and installations. My graphic design professor, Steve Mase, has also complimented my eye for composition and arrangement.

If hired as an intern at your gallery, I will bring both my ability to work with artists as well as my care in protecting loaned or purchased artwork to the job.

Thank you for considering me for this position. I look forward to speaking with you further about the opening in the next couple weeks.

Sincerely,

Jane Doe