

## MACEY WILLIS

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February 23, 20xx

Allison Fredrickson  
Director of Communications  
Ardmore Museum of Art  
800 Ardmore Ave  
Ardmore, PA 19003

Dear Allison Fredrickson:

As an intended French major and Fine Arts minor at Haverford College, I am studying various topics during my first year while emphasizing the arts and humanities. A professor in the Fine Arts department mentioned that your museum was hiring a Summer Communications Assistant, and I was immediately excited to apply. Since your museum is only minutes away from Haverford, I have actually been able to visit. I especially enjoyed the “In the Streets and On the Canvas: Painting During the French Revolution” exhibit, as it combines two of my main academic interests—art and French/French history. Because I was able to find joy in observing the work in your museum, I would love to be a part of the team that makes this place run for future viewers and appreciators of art in the community.

I have the skills necessary to do this job successfully. In my writing seminar—entitled Crossing Borders—this past fall, I studied the abolitionist movement in the United States, and I worked with my classmates to create an exhibit summarizing what we learned throughout the course. Thus, I have experience creating an art exhibition, so I would be a valuable contributor as we discuss exhibit structure and display in weekly staff meetings. Additionally, I am a student writer for Haverford’s student newspaper, *The Clerk*. In this role, I have developed my writing skills substantially, as the newspaper’s editors have worked with me on my pieces. I feel this has prepared me to correspond with those who contact the museum via email in a professional and well-written manner. Finally, one of the projects on which the Summer Communications Assistant will work is Youth Artists Week (YAW). Due to my four years of experience as a camp counselor, I am confident that I am prepared to work closely with those who enroll in the program. I know I can form close relationships with the children, allowing me to more effectively share my passion for art and get them excited about the week’s activities.

I have attached my resume for your review in the same email that contains this cover letter. I have also provided the contact information for my supervisor at the camp where I worked and the professor of my Crossing Borders class, so feel free to contact them or me if you have any questions. Thank you for considering my application materials, and I look forward to hearing from you.

Sincerely,

Macey Willis