

1234 Habersham St.
Savannah, GA 31401

JOHN SMITH

February 5, 2009

Ms. Gallery Owner
Any Gallery
3456 Opportunity St.
Hilton Head, SC 21113

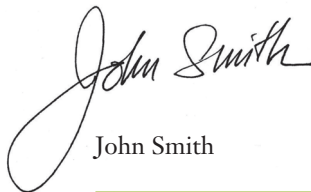
Dear Ms. Owner,

I would like to apply for the position of assistant gallery manager that I saw listed on the Savannah College of Art and Design JobMagnet this week. I first became acquainted with your gallery at the opening reception for your show of Judy Mooney's sculptural pieces depicting Gullah culture in South Carolina. I was impressed by your choice of artists whose work you exhibit and by the beautiful gallery space that you have created.

I will be graduating with a B.F.A. in painting this spring and I am confident that I would be an excellent assistant manager for your gallery. As a result of my studies at SCAD, I have a broad understanding of fine art and art history, as well as previous experience interning as a sales associate at Lumina Gallery in Savannah. In that capacity I helped hang shows, answered customer questions about the work, managed the gallery on weekends, assisted with artist's receptions and with bookkeeping. As a painter myself, my long-term goal is to continue making my own art while working in a gallery around art that I admire. I have enclosed more details as to my education and experience on the attached résumé.

I am excited about the possibility of working at Any Gallery. I am available to meet with you to further discuss this opportunity at your convenience. Thank you and I look forward to speaking with you.

Sincerely,


John Smith
