

Vincent Fenway

1600 Rose Ln.
Winthrop, ME 90018
(603)444-9817 [Name of Hiring Manager]

[Institution name]

[Address]

[Date]

Dear [Mr. or Ms.] [Last name]

I am writing to express my interest in joining [institution] in the position of [Job title]. After reviewing my resume, I believe that you will find that my strong academic qualifications, taken in hand with my years of experience in archival, library, and educational work, make me an ideal candidate for this position.

My education has equipped me to succeed in the field of [archival work/curating/museum management]. As an undergraduate, I conducted in-depth archeological fieldwork on a threephase Roman temple which was active from the first century B.C.E. through the fifth century C.E. This early experience fueled my passion for hands-on historical research and preservation, making academic study possible. It was this passion for history you can touch which led me to study Museology at the School, where I wrote my Master's thesis on the question of tourism- vs. community-based and funded museums.

While working as the Curatorial Fellow at the Historical Society, I completed my dual Master's degrees at Neat College, the first in History, and the second in Library and Information Science. Performing coursework while working day-to-day at university deepened my understanding of the interplay between the theory and praxis of archival work, and galvanized my desire to devote my life to the preservation and organization of historical documents.

With my thorough education and diverse experience in archival work, I feel I am eminently qualified for the position of [position]. I am very excited about the prospect of working for [institution name], and I look forward to your response. Thank you for your consideration.

Sincerely,
Vincent Fenway