

## Cover Letter Guide

### Cover letter: Why should they hire you?

Potential employers will use this letter to make an assessment both your written communication skills and your interest in the job. This letter is used to describe what you are looking for (internship, part-time job or full-time job) as well as to sum up what skills you can offer to the employer.

### Purpose

- **The purpose of a cover letter is to get an interview**, not the job itself.
- It should be succinct, and not more than one page. Ideally three or four short paragraphs.
- Don't retell your resume in your cover letter- it's already attached for the employer to read. Instead highlight relevant experiences to guide the employer to your suitability for the job.

### Cover letter elements

- Express your interest in the position- be specific about which position.
- Explain what you will bring to the position, ie why you are right for the job - skills, experience, talents.
- Clearly describe how you fulfill the essential selection criteria given in the Job Description.
- Highlight one or two relevant jobs or projects which illustrate your point.
- Note why you are applying for the position- express your interest in the organization
- Keep it short and sweet!
- Make sure your contact details are easy to find, even if they are also on your resume.

Basic cover letter structure (also see samples )

Employer name and address

Your name and contact details

Date

Dear XXX (always find a name if at all possible).

This is my application for the position of XXX

I am very interested in working with your organization( or dept) as I am planning to pursue a career in ...

My prior experience includes .. (list one or two relevant jobs or responsibilities that highlight any essential skills listed in the position requirement in the Job Description)

(optional: Add a final line emphasizing your interest in this job/ organization and how much you will bring to the role.)

Thank you for your consideration. I look forward to the opportunity to interview for this position.

Sincerely,

(Your name here)

## Sample Cover-Letters

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Here are some sample cover letters you can refer to when writing your own cover letter. You may tailor each cover letter depending on the position you are applying for. For specific information on how to create your letter, see [Cover Letter Guide](#). Also research the extensive career resources found via online searches, in bookstores and the SIA libraries.

April 10, 2008

Mr. Todd Weyman, Director  
Swann Galleries, Inc.  
104 East 25th Street  
New York, N.Y. 10010  
212-254-4710 ext.32  
tweyman@swannalleries.com

Dear Mr. Weyman,

Emma Balazs notified me of the position available at Swann Galleries for an administrative assistant in the prints and drawings department. I am very interested in the said opening and can bring to Swann Galleries my experience, enthusiasm and drive which an auction house can demand.

Currently I am completing a master's degree through the Sotheby's Institute of Art in American fine and decorative arts. Previously, I worked for a regional auction house on Long Island for four years and I can offer the experience gained through having overseen the catalog and research components of South Bay Auctions, who specialize in American and European fine arts, furniture and accessories, jewelry, books, sporting items, etc.

Given the diverse tasks an auction can present, I am flexible, organized and proactive when approaching projects, and always appreciative of the unique items one can encounter daily. Page two is a copy of my resume with additional information regarding my qualifications and previous responsibilities.

Please note that I would be able to begin full time May 26<sup>th</sup>, but I will gladly assist however needed part-time at the gallery until classes end. My salary requirements are in the range of \$35-40,000.

Thank you for your time and consideration. I will call Monday to confirm that you received my email and resume and to answer any questions you may have.

Sincerely,

Erin M. Bennett  
503 East 32<sup>nd</sup> Street  
New York, N.Y. 10013  
644-643-5555  
ebennett120@gmail.com

**Matthew P. Boland**

20-01 21<sup>st</sup> Ave, apt #3A  
Astoria, NY 11105  
(845)-527-5626  
[matboland@gmail.com](mailto:matboland@gmail.com)

March 26, 2008

Catherine Lee  
Human Resources Coordinator  
**Museum of Contemporary Art**  
700 Prospect St.  
La Jolla, CA 92037-4291

Dear Ms. Lee:

I am interested in applying for the corporate partnerships and sponsorships officer position that is available.

I have a background in art history and I am currently working on my degree in art business, and I feel that I am qualified to fulfill the requirement for the available job. Having worked for the Albany Institute of History and Art, I have been exposed to a number of aspects of and art museum. My experience in curating allows me to complete thorough research and writing, which are skills that will translate well to writing up corporate proposals. Also my experience in an art gallery allowed me to develop client relations, cultivation and organization of the business side of art.

I would appreciate the opportunity to make a substantial contribution by exploring the importance of corporate sponsorship in the museum world. I welcome the opportunity to meet with you to further discuss my candidacy and will call next week to see if we might arrange a time to speak. Thank you for your time and consideration.

Sincerely,

Matthew Boland

**CARRIE JONES**

401 Downing Street, Apt 6A  
New York, NY 10013  
cjones@yahoo.co.jp ♦ (486) 781-1211

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April 25, 2008

Courtney Pagliaro  
Sotheby's, Human Resources

Dear Ms. Pagliaro:

I am currently enrolled in the Art Business Masters at the Sotheby's Institute of Art in New York and am interested in learning about employment opportunities at Sotheby's. As a student of the Institute and a recent law school graduate, I have a strong interest in the legal or compliance departments and would welcome the opportunity to learn more information about these departments, particularly information regarding a successful candidate's background.

I know that Sotheby's looks for applicants with initiative, flexibility, and attention to detail. I believe my background exhibits all of these qualities. For example, my consistent involvement with internships and school activities during law school while carrying a full course load shows my initiative. Moreover, my current position as legal assistant to the Director/General Counsel of the South Street Seaport Museum shows my flexibility because I often need to adjust my work load and schedule in order to accommodate last minute projects. Furthermore, my attention to detail can be seen through my academic excellence and involvement with law review as an editor.

I realize that positions in my departments of interest may require a lot of work experience, but I would, nevertheless, greatly appreciate the opportunity to meet with the Sotheby's Human Resources Department to discuss opportunities within these departments so I could start on the best possible career path. Thank you for your time and consideration.

Sincerely,  
Carrie Jones

1622 Stevens Avenue  
Merrick, NY 11566  
February 25, 2008

Mr. Robert Steele  
Robert Steele Gallery  
511 West 25th Street  
New York, NY 10001

Dear Mr. Steele,

I heard of the opening for an assistant director at your gallery from Emma Balázs at Sotheby's Institute of Art, and I would like to be considered for the position. A recent graduate of Sotheby's Institute of Art – London, I am interested in pursuing a career in a commercial art gallery.

My desire for a career in the commercial art world springs from a dual interest in business and fine art of all types. At Sotheby's Institute of Art, I honed my research skills by participating in a month-long "House Sale" exercise in which I assumed the role of an art expert in preparing the catalog of a major sale. To gain firsthand experience working with actual art objects, I am currently fulfilling a three-month internship in the Old Master's Paintings Department at Sotheby's auction house in London.

I have a wealth of professional experience. During fifteen years as an art director, graphic designer, and editor, I have executed direct mail pieces, marketing collateral, catalogs, magazines, newsletters, POP, and print ads. I have built relationships with sales representatives, clients, and vendors. I have managed, trained, and developed employees. I have ensured that projects were completed on time and within budget. In bringing these skills to the table, I believe that I can profitably contribute to your operation.

My enclosed CV details my skills and experience. I would welcome the opportunity to discuss the position and my qualifications with you. Although I plan to be in the UK until around 15 April, I can be reached via email at [mkodysz@yahoo.com](mailto:mkodysz@yahoo.com) or mobile at 0044 (0)795 126 8572.

Yours very truly,

A handwritten signature in black ink, appearing to read "Michael A. Kodysz", with a long, sweeping underline.

Michael A. Kodysz