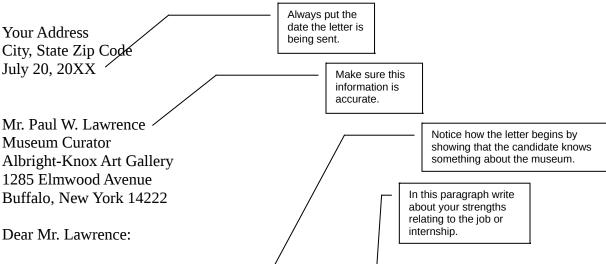
Here is a sample cover letter for applying for a job or internship.



I recently read in *Artvoice* that the museum is planning a large Matisse exhibit next winter, with the cooperation of the New York Museum of Modern Art. I was thrilled to read that the people of Western New York will be able to see these masterpieces here for the first time. I would like to intern with the museum to help coordinate the project.

During my current undergraduate work at the University at Buffalo, I have been fortunate enough to be able to volunteer at the Burchfield-Penney Art Center where my duties consisted of greeting the public and answering questions about the current exhibit. I have also viewed the works at your gallery on many occasions and have always been fascinated by Matisse's oil on canvas work "Music." My resume will show that I also have some managerial experience working at the UB Art Gallery.

I believe that my enthusiasm for art combined with my formal classroom work, volunteer experience and positive attitude would be of value to you in promoting this exhibit. I look forward to speaking with you about the possibility of me conducting an internship at the Albright-Knox. If I have not heard from you by August 3, I will call to make an appointment. Thank you for your consideration.

