

SAMPLE COVER LETTERS

Quintessential Careers

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These 40+ free professional cover letter samples -- for both experienced job-seekers and for college students and recent grads -- should provide you with some great ideas as you prepare your *dynamic* cover letter.

SAMPLE INTERN COVER LETTER

Name
Address
Address

Date

Contact (Person's) name
Company
Address

Dear Contact Name:

With two year's previous experience in three different Toronto galleries, and my current status as a fifth-year student in Criticism Curatorial Practice, a summer internship with Holly Gallery seems a perfect fit.

As well as floor experience, greeting customers and managing exhibition traffic, I have special training in woodworking, crating work and preparing it for shipment.

Two community shows which I organized and curated received major coverage in Toronto Mag. The articles are available at: www.notforrealreality.com

To bring my creativity and field experience to a new level, to be able to intern at one of Toronto's more successful and established houses would be, I believe, a mutually beneficial experience. Holly Gallery, with unquestionable standards of quality and integrity, is exactly the environment I need to contribute the lessons learned working with peer teams and in the community to put together really different and sound, quality exhibitions.

I know that this is right for both your organization and for me. Please allow me to contact you within the week to arrange a meeting. I can be reached at 418-928#-42# or by email at tnoforreality@myway.com should you have any questions before then.

Thanks you for taking the time to review my materials.

Sincerely,

Thomas G. Fairbiarn