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August 5, 20XX

Human Resources Representative
Human Resources Department
Pemberton Historical Park
125 N. Division St.
Salisbury, MD 21803-0780

Dear Human Resources Representative:

I am writing you in reference to the position opening for the Director of Pemberton Historical Park. After seeing the position in the *Daily Times*, I am thrilled to learn that there is an upcoming opening in the organization. Pemberton Historical Park is precisely the type of organization where I would like to work. I like to think of myself as a lifelong learner and I am excited to discover new ways of showing people this area's treasures. If selected for this position I look forward to bringing energy and enthusiasm to this kind of work.

It has been my professional experience working for the Ward Museum of Wildfowl Art, my education, and my desire for this kind of work that has caused me to pursue this position further. As an anthropologist, I recognize the importance of cultural centers in building and shaping community identity. Since I am from Salisbury, I recognize the cultural significance of Pemberton Historical Park in the local community. As a child growing up I remember visiting the park for field trips and festivals, but in my adult life the park has become both a gathering place for friends and family, but also a place of retreat where nature is respected.

In my experience as a Cultural Resource Manager I have gained a wealth of information about the workings of non-profit cultural institutions. Throughout my tenure with the Ward Museum, I have continued to utilize and build upon my skills as a Project Manager through overseeing interns, maintaining budgetary accounts, and administering program concerns. During my time working for non-profit cultural organizations I have gained insight into reaching out to supporters within a community, networking as a means to creating alliances between fundraisers and supporters, and building cooperatively and creatively bridges between our organizations and others. It has been through my experience with the Smithsonian Institution's annual Folklife Festival and Baltimore's annual Artscape Festival, which has allowed me to explore my professional capacity in terms of administrative work, participant organization, and special events promotion. Further I have skills in higher administration, reporting for public presentation, and I am also knowledgeable in archival practice and standards, including photography, documentation, audio archiving, and artifactual preservation.

In conclusion, I feel very confident that my strong leadership skills, focused research in the educational field, and in-depth professional experience will lend themselves to the position of Director of Pemberton Historical Park. My appointment to this position would, I believe, be beneficial to the institution. I thank you for your time and consideration and look forward to hearing from you presently.

Sincerely,

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