

Your address
Your city, state zip

10 July 20XX

Mr. Che Xxxxxx
Performance Manager
Reichold Center for the Arts
#2 John Brewers Bay
Baltimore, MD 20000

Dear Mr. Xxxxxx:

I would like to express my sincere interest in the Arts Administrator position with the Reichold Center for the Arts. After exploring many websites in this field, I discovered this one and it has everything I am looking for in my career. The chance to work for such a reputable corporation is without compare and I am excited about this opportunity. I have always inherently possessed a desire to work with the Arts. I believe that my strong theatre background and management experience makes me a solid candidate for this position.

My college career has enabled me to establish myself as an individual, one who is focused, determined, and willing to preserve, setting the sky as the only limit to what one can achieve. While enrolled at Salisbury University, I took part in several performances on campus as well as in the community. In addition to acting in some of these performances, I assisted with work behind the scenes serving as a member of the stage crew. In addition, I worked with students from the elementary to the college level writing, coordinating, and putting on a variety of shows including ones that focused on dance, culture, and music. One of my most rewarding accomplishments was being selected to serve as a management apprentice to the Salisbury Symphony Orchestra at Salisbury University. This experience gave me an eye-opening experience to all areas of performing art.

Furthermore, I completed a variety of coursework at Salisbury that has given me the knowledge necessary to succeed with your corporation. As a theatre major, I also took courses in a variety of other disciplines including business and psychology. As noted on my resume, I also worked forty hours a week in between classes and volunteering. As a result, I strengthened my abilities to multitask and prioritize which are essential to effectively meet deadlines.

In conclusion, I welcome the chance to meet with you in the near future to further discuss my qualifications. Once again the opportunity to work at such a reputable center for the arts is exciting. Please contact me at your earliest convenience at the number or email listed above. Thank you for your time and consideration.

Sincerely,

Xxxxx Xxxxxxx