

COVER LETTERS

THE BASIC FORMAT

Your Name
Your Street Address
City, State, Zip
(Country if applicable)
Phone Number
Email

Date

Contact Person (Mr., Mrs., or Ms.)
Title
Company Name
Address
City, State, Zip
(Country if applicable)

Dear (Mr., Mrs., or Ms.):

OPENING PARAGRAPH: Introduce yourself and identify why you are writing (explain your purpose.) If you have been referred to the contact by another individual, identify him or her in this paragraph.

MIDDLE PARAGRAPH: Select the item(s) in your background that most qualify you for the work you are seeking. Discuss briefly what you have accomplished. Interpret this experience for the reader (i.e. this experience coupled with my major in _____ makes me an excellent choice for this position.)

FINAL PARAGRAPH: Mention the enclosure of a resume (if you include one.) Indicate what will happen next. (Will you follow up with a phone call? Email?) Indicate when you will visit the area if your search is long distance. Thank the reader.

Sincerely,

Your signature

Your name (typed)

Enclosure (only if you've included other items)

COVER LETTERS

YOUR BASIC COVER LETTER

Responding to a classified ad...

210 McMechen Boulevard
Baltimore, MD 21217
(410) 555-5555

March 20, 2007

Brenda Smith
Human Resources
The Phillips Collection
1600 21st Street NW
Washington, DC 20009

Dear Ms. Smith:

I am writing in response to The Phillips Collection's advertisement in The Washington Post for an Exhibitions Assistant. I will be graduating with a Bachelor of Fine Arts in Painting from the Maryland Institute College of Art this May. As you will see on my enclosed resume, in addition to my academic training, I have broad professional experience in many areas.

I was equally drawn to the words "Exhibitions Assistant," and "Phillips Collection," since I am a devoted fan of the Phillips, and my long-term career goal is to work and grow in the Exhibitions Department of a museum. As a Fine Arts student at the Maryland Institute, I worked with Patricia Alexander in the Painting department and Will Hipps in the Exhibitions Department. I supplemented my academic studies with a number of different internships: at the Contemporary Museum (Baltimore), the Maryland Film Festival, and the Garcia Gallery (in Miami, my hometown.) I further gained specialized experience in building construction and maintenance as a part-time employee in Facilities Management, at the Maryland Institute. Over the course of my four years in Baltimore, these different pursuits provided me with great opportunities to develop my ability to manage many tasks effectively and enthusiastically. As graduation draws near, I am eager to apply my skills and values to an Exhibitions career at an organization like the Phillips Collection.

I would welcome the opportunity to learn more about the available position, and to discuss my qualifications at more length. I look forward to hearing from you soon, and I thank you for your time and consideration.

Sincerely yours,

Andrea Maximo
Andrea Maximo

Enclosure

Maryland Institute College Of Art
Joseph Meyerhoff Center for Career Development
1601 W. Mount Royal Avenue
Baltimore, MD 21217

Phone: 410-225-2420
Fax: 410-225-2528
E-mail: careerdevelopment@mica.edu
Web: MICAnetwork.com

COVER LETTERS

LETTER OF INQUIRY

A Sample letter of inquiry to a MICA alumna

124 Park Avenue
Baltimore, MD 21217

April 22, 2007

Tina Dayglo
Director, Graphic Design
GoGo Public Relations
2020 Cathedral Street
Baltimore, MD 21217

Dear Ms. Dayglo:

I am writing to inquire about job opportunities with your firm. I located your name in the Alumni Listings in the Career Development Center at the Maryland Institute College of Art. As you will see on the enclosed resume, I will be graduating from the Maryland Institute College of Art in May, with a Bachelor of Fine Arts in Graphic Design.

I was glad to find an alumna of the Maryland Institute College of Art using Graphic Design skills in a public relations context. My focus in graphic design at the Maryland Institute has been Internet Technologies and Web Design. I have also concentrated my professional energies in the area of public relations, during a year-long internship in the Maryland Institute Development Office. As an intern, I was responsible for Adapting Maryland Institute Web Design models for the Development Office. I used _____ programs, and worked closely with both Development staff and Design staff throughout my internship.

My specialized training in Web Design and my experience in a public relations context have provided me with the tools I need to make a real contribution to an organization like GoGo Public Relations. I hope that you may be able to advise me on the best approach to making a start in this field.

Thank you for your time and attention. I will be following up with a phone call within the next week to see if you would be able to meet. I look forward to talking to you.

Sincerely yours,

Serge Fowad
Serge Fowad

Enclosure

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COVER LETTERS

THE EXTRA MILE (RESEARCH) LETTER

Sample 1

123 Maryland Institute Boulevard
Baltimore, MD 21217

April 22, 2007

Arnold Sellalot
Sellalot Fine Arts
15 West 23rd Street
New York, NY 10001

Dear Mr. Sellalot:

I am writing to inquire about job opportunities with your gallery. My professor at the Maryland Institute College of Art, Lisa Painter, suggested that I contact you regarding a Registrar position in your staff. As you will see on the enclosed resume, I will be graduating from the Maryland Institute College of Art in May, with a Bachelor of Fine Arts in Painting, and a minor in Liberal Arts.

When Lisa told me that there might be a position with your gallery, I was thrilled. I have visited Sellalot Fine Arts frequently, during trips to New York; and have followed your artists' work with a lot of interest. Registrarial work has helped me pay my way through school in the form of a two-year work-study job in the Media Resources Library at the Maryland Institute College of Art. I gained in-depth knowledge of archival image systems, as well as a real enthusiasm for slide and video organization and research. Another important specialized experience has been my work at the H. Lewis Gallery, a student-founded, supported and operated gallery. In this capacity, I worked within a volunteer staff of eight to organize shows, sell artwork, promote exhibitions, write press materials, and maintain the office.

The knowledge I accumulated in the Media Resources Library has been put to immediate use in my work at the H. Lewis Gallery. It is my hope that I might have the opportunity to put the sum of these skills and experience to work for Sellalot Fine Arts. I believe I have a unique contribution to make to your gallery.

I will be calling your assistant in the next week to look into setting up an appointment to meet you. Thank you for your time and attention.

Sincerely yours,

Lucy Mc.Mightee
Lucy McMightee

Enclosure

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COVER LETTERS

THE EXTRA MILE (RESEARCH) LETTER

Sample 2

August 4, 2007

Human Resources
Maryland Institute College of Art
1300 Mount Royal Avenue
Baltimore, MD 21217

Dear Human Resources Manager:

I am responding to your posting of the position of Administrative Assistant/Technology & Resource Coordinator that appeared in the Baltimore Sun. My resume is attached for your review and consideration.

In my current job I do a number of tasks, which include typing, editing, database management and a large amount of verbal and written communication with various individuals daily. Along with my administrative knowledge, I am an English major with an emphasis in Publishing and a minor in Information Systems. I have excellent writing, proofreading, and computer skills. I am a very dedicated worker who is willing to learn, and one who enjoys learning new things whenever the opportunity arises. I focus on getting the job done efficiently and properly, especially in a company with a cause that motivates me. I feel that this position would do just that, and it would be an absolute honor to work for the Maryland Institute College of Art. I have a strong love of art, and though I've never had the kind of creativity or natural talent to be an artist, I have always wanted to be in an artistic environment. I would also find it very satisfying to be able to assist students who are seeking out this type of career, as it is quite admirable.

I would welcome the opportunity to meet with you for an interview. With the skills I've developed as an Administrative Assistant and an English major, I feel that I would be an excellent match for this position. If you are interested, please contact me at (410) 555-5555 to arrange for an interview. I may also be contacted via e-mail at Susana@mail.com

I appreciate your consideration and look forward to discussing this career opportunity in detail at your convenience. Thank you for your time.

Sincerely,

Susie Applicant
Susie Applicant
1224 Lanvale Street
Baltimore, MD 21217

Maryland Institute College Of Art
Joseph Meyerhoff Center for Career Development
1601 W. Mount Royal Avenue
Baltimore, MD 21217

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