

Mary Finch
3535 Birdie Lane
Montreal (QC) H2T 7Y8
(514) 857-0099/
finch@concordia.ca

DATE

Musée d'art contemporain de
Montréal 185 rue Ste Catherine ouest,
4e étage Montreal, Quebec
H2X 1Z8

Dear Jane Doe,

It is with great enthusiasm that I submit my application for the Exhibit Guide position currently posted on your website. The Museum d'art contemporain de Montreal is renowned for cutting edge exhibits in both the performing and visual arts and for providing a wide range of educational activities to the community. Having visited the museum on numerous occasions, I know that both the literature and the museum staff are creative and informative. The staff possessed excellent interpersonal and communication skills and are the reason I've had such positive experiences at the museum. My academic and employment experiences have helped me develop these skills and I believe I could make a strong contribution to your team.

Modern Art has appealed to me since my exposure to it at Vanier College; as a result, I will soon be graduating with my BFA in Art History from Concordia University. My five years of art education, combined with my own enthusiastic response to art, led to my becoming a dynamic, knowledgeable animator and visitor guide for university student showcases. In addition, I learned how to diplomatically collect important information from visitors, as well as how to report clearly and concisely to the chair of exhibits. My position on the editorial board of *Volute Magazine*— an art magazine— initiated me further into the art world and helped me to develop communication skills since I was required to be patient, listen to different comments, and meet the needs of those around me.

I feel I meet your job requirements well and would like to meet with you at your convenience to further discuss my qualifications for a position at the Museum. Please feel free contact me at (514) 857-0099 or finch@concordia.ca should you have any questions.

Thank you very much for your time and consideration.

Sincerely Yours,

Mary Finch
Enclosure (1)