

Client Name

Client Address
(XXX)XXX-XXXX
clientemail@emailhost.com

Recipient name
Human Resources Manager
Institution name

Dear First name Last name,

I am responding to the posting for an Education and Community Outreach intern as posted on the Institution website. I believe I am a good fit for this position as I have a B.A. in Theater, have just completed an Education Internship at another institution, and have a passion and drive for the arts.

During my time at the other institution, my main position was assisting the Education Manager, First name Last name. I learned a lot during my internship there and had a variety of responsibilities. To name a few, I prepared meeting notes, assisted teaching artists, assisted at pre- and post-show programming, and kept their previous and potential student list accurate ~~to be so that it could~~ eventually ~~be~~ merged with their ticketing software. Aside from my work at the other institution, I am a Floor Supervisor here at this institution. I have worked ~~(at or in?)~~ many Performing Arts Classrooms as well as the annual festival. ~~So~~ ~~Because of these and other experiences,~~ I am already very familiar with the institution's programming.

One of my career goals is to be a working stage director, but over the past year at the institution I have seen how much ~~this establishment~~ reaches out to the community, ~~and~~ ~~My time here has~~ made me realize that this is the kind of art I want to be a part of, and it is something I really want to learn more about. I have a lot of experience and passion for the theater that can be applied to this position and I know I would be a great fit.

Thank you for your consideration.

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Comment [B1]: I see you get into more detail next about the responsibilities—you may also want to include an example or two of the types of new things you learned.

Comment [B2]: The serial comma (the one at the end of the list) is sort of a point of contention for writers, but I was taught in technical writing to always include it. They do leave it out in journalism, though, so it's really up to you.

Comment [B3]: I'm not sure what lingo is like at this institution, so I'm only assuming you might want a word here. If it's typical to say "work a Performing Arts Classroom" in that way, you should leave it as-is.

Comment [B4]: Or something like this.

Comment [B5]: I suggest this change so that it's more clear what "it" refers to. Plus it sounds nice!

Comment [B6]: Just to break things up a bit.