

# Letter of Intent for Museum Internship Application

Date: [Insert Date]

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Recipient Name]  
[Museum Name]  
[Museum Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in the internship program at [Museum Name] for the upcoming [specific program or semester] term. I am currently a [Your Year, e.g., sophomore] at [Your University] majoring in [Your Major]. My passion for [specific area, e.g., art history, cultural preservation] and dedication to contributing to the museum field makes this opportunity particularly appealing to me.

During my studies, I have gained valuable experience in [specific skills or experiences relevant to the internship, e.g., research, curation, public outreach] which I believe aligns well with the goals of your esteemed institution. Additionally, I have volunteered at [Previous Experience or Volunteer Work] where I [briefly describe your role and achievements].

I am excited about the prospect of working at [Museum Name] because of its commitment to [mention any specific programs, initiatives, or exhibits that excite you]. I am eager to learn from your team and contribute to ongoing projects while gaining practical experience in the museum sector.

Thank you for considering my application. I look forward to the possibility of discussing my application further. Please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,  
[Your Name]