

This is suitable for a letter or email for:

- A permanent, paid position
- An internship
- A volunteer position

Dear _____

I enjoyed speaking with you yesterday afternoon about the assistant to the Discovery Zone director position. The job responsibilities you shared with me seem to be a very good match for my skills, experience and interests. Your program to provide a hands-on experience for young museum visitors is especially exciting to me.

Creating engaging programs for young children during my two summers as a camp counselor helped me understand what kinds of activities really capture their interest. I didn't tell you in the interview about my cousin who has _____. Seeing her great desire to enjoy a normal childhood has made me determined to find a way to make the wonders of exhibits such as yours accessible to children with mobility issues.

In addition to the creative aspect of the job, my initiative, organizational skills and desire to work with children would enable me to quickly contribute to the success of Discovery Zone programs.

Thank you for the time you took to interview me and to explain the museum's goals and plans. I am very excited about the opportunity to work with you and your team and I look forward to hearing from you.

Sincerely,