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*“Honestly, it was like the floodgates opened. Within a week…I was absolutely flooded with contacts and people reaching out.”* [*Kelly, South Carolina, Jobscan User*](https://www.jobscan.co/blog/kelly-built-a-network-and-landed-a-job-in-a-new-city-using-jobscans-linkedin-optimization?utm_medium=referral&utm_source=cover-letter-templates&utm_campaign=cover-letter-templates&utm_content=internal-link)

*”It’s the greatest tool that I have seen when it comes to searching for jobs.”* [*Mark Stark, Career Success Coach*](https://www.jobscan.co/blog/why-this-career-coach-uses-jobscan?utm_medium=referral&utm_source=cover-letter-templates&utm_campaign=cover-letter-templates&utm_content=internal-link)

*“We’re seeing easily 30% or more increase in calls from recruiters when our students use Jobscan to tailor their resumes.”* [*Jeffrey Stubbs, Director, Baylor University Career Center*](https://www.jobscan.co/blog/jobscan-case-study-baylor-university?utm_medium=referral&utm_source=cover-letter-templates&utm_campaign=cover-letter-templates&utm_content=internal-link)

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**SARA DRAYER**

Boston, MASS - (713) 555-1234

saradrayer@boston.edu

April 14, 2023

Joan Mitchell

Peggy Guggenheim Gallery

Dorsoduro, 701-704, 30123 Venezia VE, Italy

Dear Ms. Mitchell,

I am writing to apply for the Summer 2023 internship program at the Peggy Guggenheim Collection in Venice. I am a senior at Boston College, majoring in Art History, and have spent the past academic year off-campus.

Through my experiences off-campus, I have developed several skills that make me a good fit for the Peggy Guggenheim Gallery. Last spring, I engaged in Italian culture as an English teacher and art history student in Florence, and I spent the summer as an observational researcher and intern in Germany. I believe my pedagogical focus, multicultural work experience, and high level of organization will strengthen the curatorial and administrative team at the Peggy Guggenheim Gallery.

What excites me so deeply about the Peggy Guggenheim Gallery is its dedication to making its collection accessible. Having taught English to learners of all ages and nationalities, I have helped diverse audiences perceive and contextualize complex information. Both in Florence and on campus, I have worked as a classroom assistant for local elementary schools. To interest children in complicated topics, I like to conduct improv sessions, art classes, and dance sessions. As an intern engaging in the gallery’s community outreach, I’m excited to educate young, varied audiences, while maintaining a sense of fun.

If you would like any additional information, feel free to contact me at saradrayer@boston.edu or at (713) 555-1234. Thank you very much for your time and consideration, and I look forward to speaking with you.

Sincerely,

Sara Drayer