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May 20, 20xx
Human Resources
Jaars
Kenosha, WI 53140

Dear Jaars Hiring Team,

I am writing to express my excitement about the Museums Fellow position at Jaars' Museum of the Alphabet. After discussing this role and its responsibilities with a Jaars recruiter at a career fair, I am confident that my work experience situates me as the ideal candidate for this role. Specifically, my experience coordinating campus tours, my research skills, and my engaging presentational skills establish me as a strong match for this position.

As a campus tour guide, I facilitated multiple tours every week to prospective students and their families. On one occasion, one of the parents in my group lost their child, and the tour could not continue until the child was found. To find the child, I quickly contacted campus security who were able to send out a patrol car and check camera feeds. The child was returned to their parents shortly after, and the family was extremely grateful for my quick thinking. When unforeseen scenarios such as this one arise for tour guides, this experience showcases my ability to solve problems while under pressure.

In my course "The United States: Origins to Reconstruction," I conducted a research project that required me to convey the significant events of the reconstruction period in an oral project. This period of U.S. history holds a vast amount of historical knowledge, so my oral project had to work to bridge the gap between history and modern society. After several weeks of thorough research, I developed an interactive PowerPoint presentation with a corresponding handout, which resulted in an educational and engaging experience for my peers. Processing and conveying information are vital skills, especially for a museum fellow who educates museum attendees.

With the knowledge from these experiences at my disposal, I am confident that I will be a valuable addition to Jaars' museum management team. I look forward to discussing this matter with Jaars' hiring team.

Sincerely,
Solana Social