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January 15, 2016

Ms. Charlene Price
Director of Education
Mint Museum of Art
2100 Sardis Road
Charlotte, NC 28227

Dear Ms. Price:

I am interested in applying for the internship in the education department of the Mint Museum of Art which I learned of through the Office of Personal and Career Development at Wake Forest University. As a junior English and studio art double major, I have the creativity, organization, and communication skills you are seeking. I am impressed by Mint's numerous awards for its community outreach programs, particularly to children, and would be honored to have the opportunity to contribute to your continued success this summer.

In addition to my academic experience at Wake Forest, I have been involved in several activities which have given me the opportunity to use and develop my teaching skills and creativity. During the past two summers, I taught art and creative writing at a camp in Maine for academically gifted elementary school children. As a senior camp counselor I had complete responsibility for creating the summer's lesson plans, buying necessary supplies, and evaluating the campers' progress. As the public relations chair of Wake Forest's student union, I design posters and social media campaigns to publicize over 20 events each semester. As a result of these marketing efforts, student participation in student union-sponsored events has increased by 40 percent so far this year.

Enclosed is my resumé for your review. I would be happy to send you my portfolio or provide you with any additional information about my background and experiences you may need. I will call you next week to make sure you received my application and answer any questions you may have about my qualifications for this internship. Thank you for your consideration.

Sincerely,

Sarah Smith

Sarah Smith

Enclosure