

Name
Street address
City, state, zip code

Date

Linda M. Harrison
Senior Manager/Staffing and Training
The Freedom Forum/Newseum
555 Pennsylvania Ave., N.W.
Washington, DC 20001

Dear Ms. Harrison:

Please accept the attached résumé as my application for the Exhibits Writer position I saw posted on the Newseum's web site. I am quite excited about this position because I believe that my experience as a professional writer, researcher and project manager, coupled with my recently-attained Master's Degree in Library and Information Science, makes me an ideal candidate for this position.

I previously spent four years as the Project/Research Manager for the Westmoreland-Fayette Workforce Investment Board, a non-profit workforce development agency serving two counties in southwestern Pennsylvania. During my time there I:

- researched and wrote a three-year strategic plan for the direction of the board and a revised operational plan;
- researched and wrote reports assessing workforce development needs in the two-county area;
- gathered information, designed and wrote the board's first three annual reports;
- sought, collected information and wrote proposals for grant funding; and
- wrote and disseminated news releases.

Prior to that position, I spent more than 2 ½ years as a newspaper reporter. During that time I was primarily a municipal beat reporter covering council, planning committee and school board meetings. I also covered breaking news stories, generated feature story ideas that were written on my own or in collaboration with other reporters, and wrote opinion pieces and editorials.

I strongly desire finding an employment opportunity in which I could combine my background in journalism, my talents for writing and research, and the principles of information management I have learned through my Master's Degree. Based on the job description and the requirements you are seeking in a candidate, the Exhibits Writer position at the Newseum certainly appears to be the opportunity I am seeking.

I would welcome any questions you may have for me, and I would be happy to provide you with samples of my professional writing upon your request. Thank you for your consideration.

Sincerely,

John Doe