



# *Creative Management Project*



## **A Passion for the Arts, A Mind for Organization Careers in Cultural Management**

### **Sample Cover Letter**

Your Name  
Your Address  
City, Province/Territory, Postal Code  
Telephone: (Area Code) Phone Number  
Your Email Address

Date

Their Name  
Their Job Title  
Their Company Name  
Address  
City, Province/Territory, Postal Code

Dear Name,

I am pleased to apply for the position of Development Officer as advertised in the *Local Times* on May 8, 2010.

I have seen some of the plays mounted by the XYZ Theatre Company, especially since I moved back to this community a few years ago. From your website, I know that you are planning to increase the number of productions each season. This will be an exciting time to work with the Company.

As my attached résumé demonstrates, I took a course in non-profit fundraising as part of my B.A. In addition, during high school, I coordinated ticket sales for student drama productions, and have since helped some musicians raise money locally to release their first CDs. I would greatly enjoy using these skills to help raise the needed community and business support for the XYZ Theatre Company during its growth.

I would be pleased to review my qualifications in more detail with you. If I haven't heard from you by the end of May, I will call to follow up. In the meantime, if you have any questions, please don't hesitate to contact me.

Yours truly,

[signature]  
Your Name