**Cherry Blossom**

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February 15, 2020

Mr. R. U. Hiring

Personnel Director

Atlanta History Center

190 W. Marietta Street

Atlanta, GA 30305

Dear Mr. Hiring:

I am a current junior majoring in History at Middle Georgia State University and would like to inquire about opportunities to intern with the Atlanta History Center this summer. I would like an internship that will enable me to develop my skills managing historical exhibits and apply the concepts learned in my undergraduate studies. After I graduate, I plan to pursue a master’s degree in public history.

As you will note in the enclosed resume, I have a combination of both museum and retail experience. I have volunteered for the past year at the Cannonball House in Macon, Georgia. In addition, I have worked as a customer service specialist in a retail setting. These and other experiences have enabled me to begin to develop a variety of skills including problem-solving, interpersonal communication, and time management. Therefore, I know that I would be able to make a meaningful contribution to your organization.

I would like the opportunity to further discuss summer internship opportunities with you in person. I am from Atlanta and plan to be home during my Spring Break March 16-20. I will contact your office in about two weeks to discuss the possibility of meeting during that week.

Thank you for your time and consideration. I look forward to speaking with you soon.

Sincerely,

Cherry Blossom