

# Informational Interview Letter Sample

5260 36th Street NW  
Washington, D. C. 20008  
July 12, 2006

Ms. Dorothy Kennedy  
Museum Director  
Any Museum  
444 Everett Court  
Cleveland, Ohio 44103

Dear Ms. Kennedy:

I am a senior at Hobart and William Smith Colleges completing a degree in art history. I have experience working at the Robert E. Lee Boyhood Home in Alexandria, Virginia and at the Corcoran Gallery of Art in Washington.

I spent my junior year abroad studying at a special program for art history majors at the Louvre. Dr. Smith, Professor of Art History here at the Colleges suggested that I contact you. She thought that you would be in an excellent position as an alumna of the Colleges and as an experienced museum professional to assist me with career advice.

As an art history major, I am exploring several career paths. Curatorial work, historic preservation research, and art education all sound interesting to me, but I am not sure how to focus my search and would like to be more knowledgeable about employer requirements. It would be extremely beneficial for me to hear your advice about the long-term implications of each path. I would be especially grateful for whatever you could tell me about the day-to-day activities of entry-level positions in a museum.

I shall call you next week to see if we can arrange a brief meeting when I am home during spring break. Thank you for considering my request.

Sincerely,  
Maira Deal

\*Taken from *MonsterTrak: Job Search Tips* ([www.monstertrak.monster.com](http://www.monstertrak.monster.com))